



JOB TITLE	DEPARTMENT	REPORTS TO
Transition Specialist Grant Funded	Student Services	Director of ESE

Position No: 61239	Length of Work Year: 11 Months
Salary Schedule: IN11	Date Approved: 6/14/94
FSLA: Exempt	Date Revised: 8/26/97

JOB GOAL
To develop and coordinate transition programs for identified students with disabilities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or higher
2. Minimum three (3) years teaching experience
3. Valid Florida certification in Exceptional Student Education or Vocational Education.
4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To implement procedures related to Federal and State regulations of the transition process.
2. To provide training for school-based personnel in the areas of transition, supported competitive employment, model programs and innovative practices.
3. To promote and secure job development activities for students with disabilities.
4. To coordinate activities related to mandated Individual Education Plan development for students with disabilities regarding transition.
5. To develop contractual agreements with provider agencies which would assist student with disabilities post-school.
6. To develop successful transition programs for students with disabilities.
7. To serve as the liaison between the school system and the provider agencies and coordinates activities with those agencies.
8. To develop procedures for system improvement within the transition process.
9. To develop procedures for assessment, planning, and intervention in support of youth with disabilities.
10. To assist in the development of the individualized transition plans in each of the domain areas.
11. To provide training for families related to the transition process.
12. To assist families in developing formal and informal networks of support during and after the transition from high school to the adult community.
13. To assist youth and family members in developing skills in advocacy and self-advocacy.
14. To monitor student progress with activities related to on-the-job training.
15. To implement the Florida Post-School Follow-Up Program as well as the Supported Competitive Employment Data Tracking System.
16. To inform youth with disabilities and their parents of guaranteed assurances provided in Federal mandates such as ADA, IDEA, Carl Perkins Vocational Act and the Vocational Rehabilitation Act, etc.
17. To attend appropriate conferences, seminars and workshops.
18. To attend and conduct transition council meetings as well as interagency coordinating council meetings.
19. To coordinate and provide inservice training for ESE teachers, job coaches and service provider agencies.
20. To maintain appropriate records and documentation.
21. To perform assigned tasks in a timely and efficient manner.

22. To perform assigned tasks with a high standard of quality.
23. To perform other tasks and duties and assume other responsibilities as assigned by the Director of ESE.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.