

Litchfield School District - SAU 27

POSITION TITLE: TRANSITION SPECIALIST	
Job Description Approved By: <i>Litchfield School Board</i> Date: <i>8/3/05</i>	
General Purpose:	The Transition Specialist will plan, coordinate, and implement the transition programs and services of special education students. The Transition Specialist will monitor the development and implementation of Individual Transition Plans.
Reports to:	Director of Special Services
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. To plan and implement programs and services for students transitioning from school to adult life.
2. To assist the Director of Special Services in the planning and implementation of long and short-term programs and activities designed to enhance transition and post-school services.
3. To communicate with outside agencies and organizations to coordinate transition activities for a student.
4. To collaborate with regular education teachers, special education teachers, guidance counselors, and other related school personnel regarding a student's transition needs.
5. To maintain comprehensive reports and data on student transition activity both on and off of the school campus.
6. To communicate with potential employees and local businesses.
7. To administer vocational and career assessments to students and interpret the results to families, students, and staff.
8. To provide information to families about transition related education and services, support networks, and post-school options.
9. To identify and facilitate appropriate modifications within the work, vocational training, or community environments.
10. To perform other appropriate activities assigned by the Director of Special Services.

All other responsibilities as assigned by supervision.

Evaluation: Evaluation will be completed by the Director of Special Services prior to April 1st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

TERMS OF EMPLOYMENT:

Contracted 187; exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor’s or Master’s Degree in Special Education, Vocational Education, Vocational Rehabilitation, Social Services or closely related field
- 3 or more years experience in Special Education, Vocational Education, Vocational Rehabilitation, Social Services or closely related field
- Experience with young adults age 14-21

Necessary Knowledge, Skills and Abilities:

- Knowledge of special education laws and procedures
- Knowledge of community resources
- Ability to collaborate with state and local agencies
- Knowledge of region and/or area
- Ability to identify and assess explorations of work/career options specific to the community
- Ability to assess and match skills and interests to the level of students’ needs

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Certification in General Special Education or School Social Worker, Drivers License

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering:	Not required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>																	
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										

Work Performed: Inside: 100%
Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to (N/A)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.