

HILLSBORO SCHOOL DISTRICT 1 J

2011.1

JOB DESCRIPTION

TEACHER - TRANSITION SPECIALIST

DEPARTMENT: Student Services
IMMEDIATE SUPERVISOR: Student Services Director

GENERAL DUTIES: The Transition Teacher supports case managers to systematically and accurately address transition needs in the IEP process through evaluation, planning and development, collaboration and coordination with team members.

ESSENTIAL REQUIREMENTS:

- A. A minimum of a Bachelor's degree in an appropriate field of education
- B. A valid Oregon Teaching License with Handicapped Learner endorsement
- C. Training and experience working with secondary level special education students
- D. Ability to provide leadership to staff in area of specialization
- E. Good interpersonal skills to consult with students, families, agency representatives, and teachers
- F. Valid Oregon Driver's License and reliable transportation for on the job travel
- G. Physical requirements which may include:
 - 1. In an eight-hour day the employee may:
 - a. Stand/walk 3 - 6 hours
 - b. Sit 2 - 4 hours
 - c. Drive 1 - 3 hours
 - 2. The employee may occasionally:
 - a. Bend, kneel, squat or reach
 - b. Climb stairs
 - c. Use hands for repetitive motions
 - d. Lift and hold items to forty pounds

ESSENTIAL RESPONSIBILITIES:

- A. Communicate with students and families to develop long-range plans for post-high school goals
- B. Assist with planning of individual student's course of study to ensure curricular connection to post-school goals
- C. Develop and maintain on-going connections with outside agency personnel. Identify and link students and families to needed post-school services, supports, or programs
- D. Provide specialized information related to transition to the IEP process

Essential Responsibilities (Continued):

- E. Coordinate and provide vocational evaluation
- F. Develop work experience opportunities for IEP students in collaboration with other district staff
- G. Perform other related duties as assigned by the Director and/or Superintendent