



JOB DESCRIPTION

Job Title	Transition Coordinator
Department	Special Education
Reports To	Building Principal
Classification	Certified
Location	District High School
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Transition Coordinator assists students with disabilities and their families in obtaining services necessary to transition from high school to a post-secondary setting, whether for post-secondary education, employment, or long-term support.

Essential Job Functions

- Provides direct instruction to students with disabilities that is designed to meet their individual transition needs.
- Develops curriculum, designs and implements lesson plans, and assesses student progress.
- Disseminates information to staff, students, and parents regarding student needs, progress, and resources.
- Coordinates transition activities for college, career, and community readiness
- Manages IEPs for assigned caseload; coordinates and facilitates IEP meetings, writes IEPs, and communicates with general education teachers and support staff.
- Facilitates referral, application, eligibility process for student and families to adult service providers.
- Assist with alignment of transition continuum of services at the secondary level.

Ancillary Job Functions

- Attends IEP meetings upon request.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Special Education, including specific transition coursework.
- Minimum of three years of teaching experience.
- Wisconsin teaching certificate.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Understanding of disability areas under IDEA.
- Knowledge of how disabilities impact an individual's ability to function in the post-secondary setting.
- Knowledge of state and federal laws/regulations that protect individuals with disabilities in education, employment, and community.
- Knowledge of DPI policy and district policies/procedures.
- Knowledge of adult service providers and services available within each.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.