



JOB DESCRIPTION

JOB TITLE: **Transition Coordinator (Student Support Services)**

Position Type: <b>Exempt</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director(s) and Manager of Student Support Services</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Shift: <b>Day</b>
Approved By:	Date: <b>May 13, 2024</b>

**POSITION SUMMARY:** This position acts as the Coordinator of the 90% grant funded Transition from School to Work Program. The Coordinator serves as a liaison between the high school programs and the SSS Department in a supportive role for the TSW program and its operations.

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**ESSENTIAL FUNCTIONS:**

- Participates in fiscal planning and management activities for interfacing TSW (Transition School to Work) Program with district budgets
- Works collaboratively with HR in hiring, supervising, and evaluating TSW teachers
- Communicates regularly with administrators about TSW status
- Serves as district liaison to ADES/RSA and ADE
- Establishes public relations and marketing scheme for TSW Program
- Develops and facilitates district transition program for students with disabilities
- Coordinates recruitment and screening of potential TSW students
- Collaborates on procedures for supporting TSW Program, including:
  - Assisting TSW team in initial transition planning for eligible students
  - Orchestrating transition planning with relevant parties, providing mentoring and advocacy
- Identifies instructional program needs complementing job training goals
- Analyzes needs and liaises to develop training options
- Assumes leadership role in planning and documenting TSW team activities
- Attends VR and ADE training seminars on TSW
- Assumes responsibility for TSW marketing and public relations
- Establishes effective case management procedures for TSW students

- Implements record-keeping procedures ensuring proper documentation
- Collects data on programs and outcomes
- Works with Student Support Services on transition plans per regulations
- Supports transition publications for special ed teachers, parents, students
- Provides comprehensive staff training for transition compliance
- Provides professional development related to District collaboration goals
- Shows evidence of data collection, analysis for improving achievement
- Assists staff in understanding and aligning curriculum and standards
- Meets additional specific job requirements as indicated

**MARGINAL DUTIES:**

- Assists other personnel as required to support work activities.
- Completes other job related duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

- Works closely with the Director in SSS as well as School Administration to ensure TSW program success, growth and development, and positive student interactions with various work experiences.
- Coordinates quarterly PD meetings with the TSW team
- Coordinates and attends TSW Collaborative Meetings
- Coordinates and attends bimonthly meetings with Vocational Rehabilitation
- Supervises communications with TSW teams, students, business partners, and parents
- Supervises the TSW Lead Tech

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Outstanding customer service
- Effective technology use for instructional planning
- Ability to work effectively under time constraints
- Organized and detail-oriented
- Excellent memory, ability to function well under stress
- Independent working with minimal supervision
- Extremely high regard for confidentiality
- Flexibility, common sense, good judgment
- Ability to keep abreast of pertinent information
- Well-groomed appearance
- Basic knowledge of Google Drive and spreadsheets

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Valid Arizona Special Education Teaching and/or administrative (supervisor, principal) Certification.

- Must attain SEI endorsement as required by Arizona Department of Education.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree required, Master's Degree (MA) preferred.
- Special education certification, cross categorical or MI/MO preferred.
- 3 years experience with high school students with disabilities, knowledge of IDEA, including compliance and transition preferred.
- Experience writing transition plans.
- Background in grant writing preferred.

### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports or correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read and interpret various instructions and data
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly stand, reach, talk/hear, taste/smell.
- Frequently use hands to handle objects/tools/controls
- Walk, occasionally climb/balance; stoop/kneel/crouch/crawl.
- Must regularly lift and/ move up to 30 lbs.
- Close/distance/color/peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- Noise level usually moderate.
- The work environment characteristics representative of essential functions
- Reasonable accommodations for individuals with disabilities

### **COMMENTS:**

*This job description represents work performed, but is not all-inclusive. Omission of a duty does not preclude it from the position if similar, related, or a logical extension as defined by the supervisor.*

This is a temporary management guide tool, subject to change.