

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Transition Coordinator
- REPORTS TO:** Executive Director of Pupil Personnel Services, Supervisor of Special Education, 6-12, and Building Principals
- JOB GOAL:** Work collaboratively with community service providers, community agencies, child study team members, related services providers, special education teachers, parents and student with disabilities in order to supervise the planning, implementation and daily operations of transitioning high school students to work experiences.
- QUALIFICATIONS:**
1. Valid New Jersey Teacher of the Handicapped/Teacher of Student with Disabilities certificate.
 2. Completion of Community-Based Instruction Training as per the NJDOE Office of Special Education requirements.
 3. Completion of (or willingness to complete) structured learning experience training through NJ Safe Schools.
 3. A minimum of one years teaching experience.
 4. Knowledge of working with students with Autism and Intellectual Disabilities including program planning and use of data to monitor progress and adjust teaching methods.
 5. Demonstrate effective communication, organization and record keeping skills
 6. Required criminal background check and proof of US citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Make the appropriate referrals to community service providers and agencies- Plan, develop and oversee transition plans and a variety of Structured Learning Experiences (SLE) for students in accordance with NJ State SLE guidelines.
2. Plan and deliver classroom instruction to facilitate student participation in transition planning when appropriate.
3. Check in regularly with site managers to maintain positive community relationships. Conduct site supervision in accordance with NJDOE code requirements.
4. Keep current with changes in special education transition requirements.
5. Provide professional development and training to staff regarding transition services.
6. Work collaboratively with special education teachers and students to meet individual transition needs.
7. Inventory and assess students' vocational skills and prepare written report for IEPs, CST and parents. Attend and participate in Student IEP meetings with a focus on transition planning.

8. Arrange and manage transportation for job sites.
9. Function as a liaison between community agency/service providers and the school.
10. Complete all necessary paperwork including but not limited to training plans, record of student performance, insurance, permission slips, contracts and schedules.
11. Communicate with the Executive Director of Pupil Personnel Services and the Coordinating Supervisor of Special Education, 6-12, and building principals regarding student transition concerns.
12. Any other duties deemed necessary for effective and efficient transition planning.

Adopted: 5/22/08

Revised: 5/12/09

Revised: 9/24/09

Revised: 5/10/18

JD/Special Services