

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Transition Teacher
- REPORTS TO:** Director of Special Services and Building Principal who will evaluate transition teacher based on in-class instruction and student placement responsibilities.
- 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. Provide direct classroom instruction to students regarding daily living, self-advocacy, social, and job skill training.
- QUALIFICATIONS:**
1. Special Education Teacher certification
  2. Complete Community-Based Instruction Training as per the NJDOE Office of Special Education requirements.
  3. Completed all structured learning experience training.
  4. A minimum of three years teaching experience.
  5. Required criminal background check and proof of US citizenship or legal resident alien status.

### **PERFORMANCE RESPONSIBILITIES:**

1. Teach students the necessary skills to participate in transition planning.
2. Make the appropriate referrals to community service providers and agencies.
3. Provide information and training to staff regarding transition services.
4. Work collaboratively with special education teachers and students to meet individual transition needs.
5. Function as a liaison between community agency/service providers and the school.
6. Assist parents with transition planning and IEP participation.
7. Coordinate student vocational assessments.
8. Attend and participate in the development of student IEP transition plans.
9. Identify in-school and community supports required for successful transition.
10. Attend inservice training and meetings in order to keep current with changes in special education transition requirements.
11. Maintain records of student transition experiences.
12. Oversee students participating in community job site training.
13. Communicate with the Director of Special Services regarding student transition concerns.
14. Any other duties deemed necessary for effective and efficient transition planning.

Adopted: 5/22/08

Revised: 5/12/09

Revised: 9/24/09

JD/Special Services