



Job Description

Job Title: **Special Education Transition Coordinator, High School** Job Code: **1211**
 Job Family: **School Based Support** FLSA Status: **Non-Exempt**
 Pay Program: **Classified** Pay Range: **G 20**
 Prepared/Revised Date: **April 13, 2006** Typical Work Year: **9 months**

SUMMARY: Assess, monitor, evaluate and assist students with mental and physical disabilities by developing appropriate occupational programs for each student. Specific duties include modeling and instructing on effective occupational, interpersonal, consumer, mobility, domestic and safety skills; coordinating occupational placement; providing job coaching and transportation; collecting data; assisting students with alternative communication systems and/or adaptive equipment/technology; monitoring and evaluating students' health and personal needs; performing clerical duties; and acting as a liaison regarding career and post-secondary options for students

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate occupational placement of students. Provide job coaching and follow-up support. Provide transportation to and from job site. Assist employers with supporting student's rights under the Americans with Disabilities Act (ADA).	W	32%
2. Model and instruct effective occupational, interpersonal, consumer, mobility, domestic and safety skills. Train students in positive living skills by analyzing tasks, providing appropriate cues and opportunities for problem-solving, providing consistent behavior management intervention and planning for "fading" supervision of student activity. Provide mobility training so that the student can access public facilities and public transportation. Provide training and guidance within the guidelines established by each student's Individual Education and Transition plans.	W	18%
3. Collect data and complete data collection forms and narrative reports on students' progress and needs. Work with special education staff to create and/or enhance student learning opportunities and develop their Individual Education and Transition plans.	W	10%
4. Monitor and evaluate students' health and personal needs. Provide routine and emergency assistance as needed with toileting, feeding, bathing and specific medical needs.	W	10%
5. Perform clerical duties, including, typing, filing and mailing.	W	10%
6. Act as a liaison for families, employers and school staff regarding career and post-secondary options for students.	W	10%
7. Assist students with alternative communication systems and/or adaptive equipment and technology. Provide training and education to community members, employers and coworkers to support the use of the alternative communication systems and/or adaptive equipment.	W	6%
8. Perform other job-related duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Post-secondary courses in liberal arts or education preferred.
- Minimum of three years of experience in an education environment. Experience with special needs students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Colorado driver's license.
- Type 1 bus driver's license (if required to drive a mini bus) and willingness to obtain a small vehicle permit.
- CPR and First Aid certifications.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.

- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the community and the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, Starmail and Internet.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of adaptive communication equipment and technology required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Transition Specialist or Assistant Principal, High School	3083

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the community, including getting on and off public transportation, at the work sites and during recreation.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitor students' use of money.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	