

LIBERTY UNION HIGH SCHOOL DISTRICT
TRANSITION SPECIALIST

DEFINITION

As a member of the Transition Support Team, under the supervision of the Director of Special Services, the transition specialist assists special education students by providing a wide variety of support services designed to assist students with special needs in the transition from school to independence work; life skills, community awareness; provides, in a self-motivated manner, both at school and job sites, active support to students with various disabilities and their families; fosters the development of self-esteem, importance and benefits of continued education and/ or vocational training, within the community; facilitates collaboration between appropriate adult service providers and students and their families.

EXAMPLES OF DUTIES

- Responsible for working within the community and at the school sites with special needs students as they transition from high school to continued education, vocational training, and/or the world of work or adult day programs;
- Assists other members of the special education staff in assessing and determining the required work and daily living skills necessary for individual students with special needs to lead a quality adult life;
- Responsible for providing special needs students with information and guidance regarding post-secondary education or training which might include adult education programs, technical, vocational or on-the-job training programs within the community;
- Participates in the Individual Education Plan (IEP) team meetings as requested and assists other staff members in the implementation of the Individual Transition Plan (ITP) developed for each special needs student regarding life skills and employment training needs, including special medical conditions or limitation faced by each individual student;
- Develop group and individual presentations;
- Develop job site schedules;
- Work efficiently with community businesses and organizations;
- Compile data and maintain accurate and detailed records;
- Develop schedules, manage priorities, and meet deadlines;
- Develop potential job sites within the community.

QUALIFICATIONS

Knowledge of:

Knowledge of effective training techniques;
Knowledge of child labor laws;
Basic computers skills.

Ability to:

Work in a flexible, cooperative and professional manner;
Project good interpersonal communication skills;
Work independently, prioritize tasks, and utilize effective time management skills;
Work a flexible schedule;
Maintain confidentiality on and off campus especially around students.

Physical Abilities:

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; able to operate office machines and equipment in a safe and effective manner.

Experience:

Two years of experience with special needs students in an educational or social service setting and/or general vocational knowledge preferred.

Education:

AA required; Bachelor's degree preferred;
Title I compliant as required by the Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.

License and Other Requirements:

Possess a valid California Motor Vehicle Operators License;
Possess an operating vehicle;
Show evidence of proper insurance;
Complete First Aid and CPR training;
Driving record satisfactory to the District:

- No DUIs, reckless driving or hit and run violations.