



Title:	Transition Program Specialist
Reports to:	Principal, Director of Exceptional Children
Terms of Employment:	10.5 Months
Salary:	NC State Salary Schedule

Job Goals: To Facilitate the provision of transition services to student with a disability

Qualifications:

1. Must have 4 year degree
2. Must have own transportation
3. Must have Transition Certification or pursuing it.
4. Must demonstrate interest in welfare of youth

Duties and Responsibilities:

1. Contact employers about new job positions for students
 - share information about Transition Program objective
 - schedule for job coach and Transition Specialist to task analyze the job
 - schedule job interview for the student both at the school and the business
 - schedule student to work
2. Check weekly on each student portfolio
 - file, Work Hour Activity Log as completed
 - update progress log for each student bi-weekly
3. Check in weekly with each employer
4. Arrange/supervise transportation to community sites
 - retrieve 9 week calendar from **Occupational Prep** teachers
 - schedule job coaches
 - schedule students
 - confer with Transportation Department concerning date, times for bus needs
 - confirm in writing to teachers and Transportation Department
 - file a weekly updated schedule with Scotland High Principal or designee and E C Director
5. Supervise job coaches
 - assign coaches and students to job sites
 - monitor completion of worker evaluation on each assigned student
6. Design vocational assessment plan for all EC students
 - determine instruments to use
 - determine schedule to assess
 - arrange for assessments to be done
 - monitor process to completion

7. Facilitate transition sessions for diploma EC students
 - consult with case managers to group students by needs
 - arrange appropriate sessions
 - provide case managers with advertisements to be distributed to appropriate students
 - host sessions
8. Participate with IEP teams to plan transition for middle school EC students.
 - consult with case manager to review appropriate course of study for anticipated post school outcome goals.
 - advise student and case manager in planning registration and high school activities appropriate to outcome goals.
9. Maintain accounts associated with school based enterprises.
10. Develop and implement school based enterprises to build skills in students for later independent work and employment.
11. Work closely with CTE in helping students become career ready.