

Summers County Schools
Job Description
Special Education Transition Coordinator

Qualifications:

- Applicant must hold a Master's Degree in Special Education
- Valid WV Teaching Certificate with appropriate endorsement.
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Term: 215 days

Salary: State Scale

Reports to: Special Education Director

Job Responsibilities:

- May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips.
- Strong working/communication skills with students, parents and peers.
- Maintain and upgrade his/her professional skills.
- Maintain professional work habits.
- Provide Leadership and support in the area of identification, referral, and diagnostic services through selection of appropriate educational evaluation instruments; administration, interpretation, and reporting results of individual academic evaluation instruments. This will include writing reports and attending initial eligibility meetings.
- Observe students referred for special services.
- Conduct functional behavior assessments, attend manifestation determination meetings and write behavior intervention plans.
- Track all re-evaluations and initial referrals to assure completion within the required timeline.
- Provide technical assistance to principals for out-of-the-norm special education issues.
- Assist regular and special education teachers with consultation services provided to special needs students.
- Coordinate activities in the Work Exploration Program.
- Serve as a district liaison with area businesses, advisory groups, and agencies to encourage the further development of school-to-work opportunities.
- Develop and implement a comprehensive system to coordinate school-to-work opportunities.
- Coordinate bringing the workplace into the classroom to provide meaningful context for learning in all subject areas.
- Coordinate bringing the classroom into the workplace and provide actual job training, workplace mentoring, and work experiences relevant to the students' career interests.
- Develop ways to link secondary and post-secondary education and new approaches to integrate business with all levels of education.
- Develop ways to link students/families to independent living options.
- Attend transition IEP meetings.

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- Attend and/or conduct special education training workshops.
- Promote and maintain positive public relations with students, parents, colleagues, and appropriate community organizations.
- Perform any other job-related duties assigned by the Director of Special Education or Superintendent.