

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION TRANSITION SPECIALIST

PRIMARY FUNCTION:

To provide assistance to the Executive Director of Special Education Services in the development and implementation of transition services. Additional responsibilities will include educational testing, referral processing, and organization/management of special education documentation for compliance of required timelines.

DESIRED QUALIFICATIONS:

1. Must be hold valid Virginia Teaching license certified in special education
2. At least 5 years of experience working in special education
3. Preference may be given to candidates with certification in school social work

REPORTS TO:

Executive Director of Special Education Services

PERFORMANCE RESPONSIBILITIES:

1. Organize and assist in the transition of students from elementary to middle school to high school as well as transition high school students to post-secondary activities.
2. Implement transition planning process to enable students to move successfully from school to postsecondary education and training, employment, independent living, and community participation based on the student's preferences, interests, and abilities.
3. Engage community agencies and entities to support and enhance the transition process.
4. Conduct educational testing and generate testing reports where needed.
5. Serve as child study chair at assigned school.
6. Facilitate special education meetings as designee for Executive Director of Special Education when needed.
7. Conduct parent interviews as part of the evaluation process, when needed.
8. Attend conferences/trainings relating to the transition process.

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9. Maintain transition data for each high school student 16 and older to be used for state indicator submissions.
10. Perform other duties as assigned by the Executive Director of Special Education Services.

TERMS OF EMPLOYMENT:

As per contract

EVALUATION:

Performance will be evaluated in accordance with the school board policy and regulations on evaluation of personnel.

Approved: by the Superintendent of Schools on May 12, 2021