



EMPLOYEE NAME: _____

Revised: 5/90; 12/91; 6/92; 3/93; 11/94; 2/95; 2/96; 12/97; 7/09; 11/10; 10/12; 6/18; 4/23

JOB DESCRIPTION

POSITION TITLE: Community-Based Skills Training Manager	JOB CODE: 475H
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORKDAYS: 188
REPORTS TO: Special Education, Assistant Director	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Works with community agencies and businesses in identifying and designing appropriate sites for training students enrolled in the Transition Academies; trains teachers and paraprofessionals to appropriately instruct students in the community.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 3 years classroom experience with special education students
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides support, coaching, and job development on work sites to the Transition Program staff and site-based employees.
3.	Helps coordinate and facilitate IEP meetings for SETS teachers.
4.	Maintains and submits all required records for the SESTS and TA classes.
5.	Communicates with high school administrators and counselors and student data reporting with the movement of students from GAA HS to transition services programs and transition services students aging out or exiting.
6.	Serves as CSIS and Synergy person for Project Life.
7.	Develops and provides professional learning opportunities to Transition Program staff on supporting students in the community with targeted work-related behaviors.
8.	Serves as a liaison between TA teachers and businesses for prospective CBST sites and CBVT sites.
9.	Works with the transportation department and teachers to meet the transportation needs related to all aspects of community-based instruction for all participating classes.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____