



EMPLOYEE NAME: _____

Revised: 11/10; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Transition Resource Specialist	JOB CODE: 475F
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORK DAYS: 188
REPORTS TO: Supervisor, Special Education	PAY GRADE: CIT (4,5,6 or7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports case managers within assigned schools in pertinent Transition related activities	

REQUIREMENTS:

1.	Education Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teacher Certificate
3.	Experience: 1 year 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

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.	Collaborates with District personnel to develop, organize, and execute transition training for teachers and related personnel to address transition issues.
3.	Collaborates with District personnel to communicate necessary transition plan assessment and data compliance information to case managers.
4.	Serves as liaison for agencies providing transition support to schools; i.e., Vocational Rehabilitation
5.	Assists teachers, students and parents in transition planning and facilitates opportunities for all stakeholders to explore post-secondary opportunities for students with disabilities.
6.	Collaborates with District personnel to facilitate, document, and conduct, as needed, appropriate vocational assessments for students with disabilities.
7.	Attends and participates in a variety of professional learning opportunities and collaborative meetings in order to enhance skills and knowledge in reference to transition services.
8.	Coordinates and monitors the referral process for students entering transition services programs.
9.	Maintains timely and professional communication with District staff, parents and outside agencies.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____