EMPLOYEE NAME: ______________________________
Revised: 1/86; 3/86; 2/88; 8/89; 12/91; 6/92; 3/93; 10/94; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Transition Assessment and Compliance Specialist
JOB CODE: 475I
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, or 7)
FLSA: Exempt
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Coordinates vocational interest and aptitude evaluation for students with disabilities.

REQUIREMENTS:

1. Education Level: Bachelor Degree
2. Certification/License Required: Valid Georgia Teaching Certificate
3. Experience: 1 year classroom experience with special education students
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to weight of 40 pounds without assistance; ability to perform a two person lift for students over 40 pounds
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. Assists special education teachers in determining appropriate testing materials to use with all special education students in order to meet federal and state evaluation requirements for transition.
3. Alternates appropriate testing materials; forwards materials to schools/teachers; maintains record of tests distributed.
4. Oversees and collaborates with other District personnel to ensure appropriate scoring and distribution of scores for formal assessments used for transition planning purposes.
5. Assists other District personnel in the maintenance and use of student transition data as required by federal and state requirements.
6. Communicates with special education supervisors regarding status of transition related evaluation.
7. Collaborates with District personnel to develop and implement training in the area of transition planning and best practices.
8. Performs other duties as assigned by appropriate administrator.

Signature of Employee ______________________________ Date __________________

Signature of Supervisor ______________________________ Date __________________