

EMPLOYEE NAME: _____

Revised: 5/07; 6/10; 10/12; 11/14; 6/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Transition Coordinator	JOB CODE: 475Z
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORK DAYS: 208
REPORTS TO: Special Education Supervisor	PAY GRADE: CZ00 Based on CIT (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates transition planning and transition related programs for students with disabilities.	

REQUIREMENTS:

1.	Education Level: Master Degree in Special Education required
2.	Certification/License Required: Valid Georgia teaching certificate required
3.	Experience: 5 years of experience in transition planning and related issues
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning and implementing training for educators and administrators; MS Word, Excel, and PowerPoint

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.	Develops, organizes and executes training for teachers, case managers, and related personnel to address transition issues.
3.	Attends training and consortia meetings to enhance skills and knowledge in reference to transition services.
4.	Oversees the development and maintenance of an interagency council for the purpose of transition planning for Cobb County students with disabilities.
5.	Interprets and communicates state and IDEA Transition Guidelines for Cobb County special education programs.
6.	Facilitates distribution of information to teachers, parents and parent mentors on transition related issues.
7.	Compiles, maintains and submits all required records.
8.	Plans for and assists in the development of vocational related programs and partnerships with other agencies in the community.
9.	Serves as a resource to IEP case managers in the area of transition.
10.	Coordinates Community and Campus Based Skills Training (CBST) and other transition related programs for both low incidence and high incidence special education populations.
11.	Assists in observation and evaluation of personnel, including the Transition Resource Specialists.
12.	Serves as liaison between CCSD and Vocational Rehabilitation.
13.	Maintains and updates County Transition website.
14.	Maintains prompt and professional communication with school administrators, teacher, parents and other District personnel.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____