

**Vail Unified School District  
Job Description**

**Job Title: TRANSITION SPECIALIST**

**Department:** Special Education

**Reports To:** Special Education Coordinator and TSW/VTP Program Coordinator

**FLSA Status:** Exempt

**Classification:** Professional

**Created:** 05/21/2012

**Revised:** 05/03/2016

**SUMMARY:** The Transition Specialist plans, develops, implements, coordinates, and maintains the program for transition activities for district high school students receiving special education services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assesses student needs and develops, implements, coordinates, and evaluates transition activities for assigned students.
- Supervises and maintains general control of students during transition activities at school sites and in the community.
- Uses district vehicle to transport assigned student to and from transition activities.
- Evaluates transition materials and administers transition assessments to assigned students.
- Utilizes positive reinforcement to maximize student participation in individual transition activities.
- Tracks the delivery of each transition activity for each student assigned.
- Maintains accurate and confidential records of all assigned students.
- Ensures parents and service providers are informed of transition activities and are invited to participate with students as appropriate.
- Organizes and displays materials relevant to transition activities and post-secondary options and opportunities.
- Provides information, support, and communication with case managers, teachers, parents, and families.
- Notifies TSW Program Coordinator of the special needs of students who display characteristics that vary from the norm. Collaborates with specialists to assist students as needed.
- Requests and maintains equipment and supplies necessary for transition activities.
- Works collaboratively to coordinate of the activities of District High School Transition Team.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervisory responsibilities. May provide indirect supervision and/or may direct tasks performed by assigned paraprofessionals, as needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree from an accredited educational institution in a related field with a Master's degree preferred.
- Special Education certification preferred but not required.
- Experience teaching or working with high school age students preferred.
- Experience working with people with disabilities preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of post-secondary options offered by community agencies, service providers, training academies, community colleges, and universities.
- Ability to drive between District sites, to transition activity sites, and to other locations in and around the metropolitan Tucson area.
- Demonstrates good judgment in matters of student instructional methods, special education procedures and protocols, and district policies and regulations.
- Ability to establish and maintain positive, professional, and effective working relationships as necessitated by work assignments.

## **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to read and interpret eligibility requirements for service and educational programs.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to employees of the organization and to various agency representatives in the community.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages and apply to practical situations.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Arizona Identity Verified Print (IVP) fingerprint clearance card
- Valid Arizona driver's license and proof of automobile insurance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel and type; reach with hands and arms; talk; and hear. The employee may be required to climb, balance, bend, stoop, kneel, crouch, or crawl. The employee may also be required to lift and/or move up to 30 pounds. Vision requirements include close vision, peripheral vision, and the ability to adjust focus.

Must be physically able to safely operate a motor vehicle.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee will perform assigned duties indoors and outdoors in all weather conditions and temperatures, including windy, rainy, and in extreme cold or heat. Frequent exposure to noise, dust, gas, and fumes, personal protective equipment may be required.