Transition Teacher  
Job Description

Job Title: Transition Teacher  
Exempt Status: Exempt

Reports to: Campus Principal  
Date Revised: 5/2018

Dept./School: High School  
Pay Grade: Teacher

Primary Purpose: Planning, implement, and evaluation of the transition education and services at the school and system level. Work alongside other educators, families and community programs to ensure that the students obtain their postsecondary goals.

Qualifications:

Education/Certification:
Bachelor’s degree from accredited university
Valid Texas teaching certificate with required special education endorsements for assignments

Special Knowledge/Skills:
Knowledge of special needs of students in assigned area
Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
Knowledge of curriculum design and implementation
Strong organizational, communication, and interpersonal skills

Instructional and Program Management

Major Responsibilities and Duties:

1. Collaborate with students, parents, and other members of staff to develop IEPs through the ARD Committee process for each student assigned (transition supplement).

2. Participate in ARD Committee meetings on a regular basis.

3. Plan and supervise assignments for teacher aide(s) and volunteer(s).

4. Review files for students who are 14 years old and up to ensure Indicator 13 requirements are met.

5. Systematically create transition goals for each student.

6. Conduct transition surveys and transition assessments.
7. Consult with district and outside resources regarding education, social, medical, and personal needs of students.

8. Establish and maintain open communication by conducting conferences through a variety of modalities with parents, students, principals, and teachers.

9. Maintain a professional relationship with colleagues, students, parents, and community members.

10. Use effective communication skills to present information accurately and clearly.

11. Identify, establish, and maintain linkages with community agencies and businesses.

12. Facilitate referrals to other agencies.

13. Lead interagency transition meetings.

14. Develop and provide parent training in reference to transition.

15. Promote understanding of laws, eligibility requirements, and availability of services.

16. Assist students/families in understanding the system and accessing services.

17. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.

18. Compile, maintain, and submit all physical and computerized reports, records, and other documents required by the assessment team and/or SPED office.

19. Attend and participate in faculty meetings and serve on staff committees as required.

20. Attend ARD meetings for all students in life skills, new students, and students with unique circumstances to be addressed in the ARD at the high school level.

21. Attend ARDs for students in the Life Skills setting at the junior high school.

22. Contact parents at the Pre-K, K and Elementary campuses that have children with significant special needs to verify agency supports.

23. Conduct ARD meetings in assistance to LSSPs and Diagnosticians as needed.

24. Train teachers on computerized documentation and IEP development.

25. Support teachers in case management and ARD participation duties.

26. Monitor correct documentation of goal progress in the district designated computerized system for all students at the high school level.
27. Assist administration with crisis intervention for special education students.

28. Assist in campus planning for handling of discipline with regards to establishing/refining procedures for use/referral to ABU and Redirect.

29. Assist counselors in scheduling of students in special education.

30. Assist teachers in the development of supplemental aids for classroom use and State Assessment.

31. Assist counselors in resolving questions regarding accommodations for State Assessment.

32. Verify State Assessment accommodations are implemented on testing days.

33. Assist counselors in the creation of the master schedule regarding placement of special education staff.

34. Participate in State Assessment verification with counselors and teachers.

35. Assist campus staff in understanding and access of special education records to insure IEP compliance.

36. Address parent and staff concerns regarding IEP compliance.

37. Review Files for students who are graduating and ensure Indicator 14 requirements are met and available.

38. Conduct student conferences and staffings as needed.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

_______________________________________  _________________________
Employee Name (Print)                      Date

_______________________________________  _________________________
Employee Name (Signature)                   Date