

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION SECONDARY TRANSITION TEACHER

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's Degree from a fully accredited college or university.
- (2) Possession of, or eligibility for, a Florida teaching certificate in the area of Special Education.
- (3) Minimum of three years of experience working with high school students with disabilities.
- (4) Available and willing to work flexible hours as needed.
- (5) Proof of insurance for private vehicle to be in accordance with District guidelines.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge local state and federal ESE guidelines for students 14-21. Ability to network in the community to create successful paid and non-paid worksites for disabled students for individualized placement and training models of supported employment. Coordination with paraprofessional job coaches. Experience with job placement/coaching activities, with disabled students preferred.

REPORTS TO:

Principal/Designee

JOB GOAL

To connect and develop supports for individual students transitioning to post-school adult living.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Development of agreements for work experience sites within the community through employer networking, contacts, interviews, and presentation.
- *(2) Meeting with parents, teachers, students prior to job placement to obtain information through both formal and informal assessments regarding the student's interests and employability skills.
- *(3) Meeting with employees at the job site prior to student placement to establish a successful and conducive working environment by job carving, task analysis and modifications.
- *(4) Maintaining on-going contact with job site supervisors and mentors after student placement to confer regarding student performance.
- *(5) Provide daily on-site assistance to students and collaborate with job coaches.
- *(6) Collecting and recording performance data for each student and providing regular and systematic feedback to student's employer, student, and parent, regarding student's progress.
- *(7) Assist with coordinating student transportation, providing student transportation if necessary.
- *(8) Monitoring student attendance and punctuality.
- *(9) Implement behavioral management procedures.
- *(10) Develop school based enterprises connected with student need/ability.

School Board Approved – May 20, 2008 – Revised February 5, 2019

EXCEPTIONAL STUDENT EDUCATION SECONDARY TRANSITION TEACHER (continued)

- * (11) Maintain time sheets and all other required paperwork for compliance audits.
- * (12) Develop the transition IEP for all students to reflect employment goals.
- * (13) Monitor and adjust students' Employment Transition Plans and facilitate exit from the program when goals are met.
- * (14) Continuing professional growth through meetings, attending workshops, reading related literature and exchanging ideas with other staff members.
- * (15) Collaborate with ESE staff to develop classroom instruction in the area of employability skills.
- * (16) Complete weekly data chats with job coaches and/or students to review progress.
- * (17) Exhibit interpersonal and communication skills to work as an effective team member.
- * (18) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENTS:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities