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
*(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