

Special Education Transitional Specialist

REPORTS TO: Director of Special Education

QUALIFICATIONS:

- Masters Degree preferred.
- Minimum of five years of successful classroom teaching experience in special education.
- Certification as SLD, MI, BD or gifted teacher.
- Experience in vocational assessment and work experience placement preferred.

RESPONSIBILITIES:

- Assess exceptional students in regard to vocational program needs.
- Provide technical assistance to special education teachers on matters relating to due process, referrals and SB Policy 2419.
- Provide leadership and assist in selecting instructional materials, organizing in-service programs, developing program continuity, planning for program improvement and development, and expediting special services to students and teachers.
- Help to develop and maintain awareness and understanding of the special needs of students throughout the system.
- Work with all principals and teachers in each school for the purpose of explaining search and serve processes and procedures. Work individually with principals and teachers to assure proper due process procedures.
- Serve on student service "team" as a liaison between the special education teacher and the central office staff.
- Assist in the development, implementation, and review of IEP's.
- Assist in the maintenance and refinement of the SAT responsibilities.
- Assist in collection of sociological and academic information on student referred to the SAT.
- Assist with observation, screening, and testing of student referred by the SAT.
- Work with psychologists, therapists, and other student personnel in the monitoring management systems.
- Provide leadership and assist teachers in planning an effective instructional program and assist teachers in maintaining an appropriate learning environment.
- Train surrogate parents.
- Assist in implementing child find procedures.
- Work to establish good public and employee relations.
- Maintain good professional work habits and upgrade professional skills.
- Work with the Director of Transportation to design a bus schedule for students with special needs.
- Work with school principals on disciplinary issues concerning students with special needs.
- Schedule students for community based work experience program.
- Supervise and train job coaches.
- Maintain contact with the Division of Rehabilitation.
- Make arrangements with area businesses for their participation in the community based work program.
- Maintain contact with the person that provides insurance coverage, both accident and liability for the community based work program.
- Work with the personnel in the Parent/Education Resource Center.
- Be proficient in Internet IEP'S.
- Complete WVEIS Child Count.
- Gather CIMP Data.
- Assume other responsibilities as assigned by the Superintendent and the Director of Special Education.

SALARY: Teacher's salary plus \$150/month supplement

EMPLOYMENT: 10 ½ SCHOOL MONTHS (210 days)