



## Job Description

**JOB TITLE:** Transition Specialist- School  
**REPORTS TO:** Director of School Program/Transition Coordinator  
**HOURS/STATUS:** Full-Time/Non-Exempt  
**SALARY RANGE:** \$18.00 - \$20.00

### **JOB SUMMARY**

The Transition Specialist will provide educational services in a work environment for students with disabilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide on-the-job training to students on the work site.
- Identify supports and adaptations as needed.
- Understand each student's IEP and vocational objectives designed for the work site.
- Communicate with the Transition Coordinator about job training sites on a systematic and consistent basis, including problems and concerns.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Follow Agency policies for protecting the health, safety, and well-being of students.
- Collect and record data about student performance including progress towards goals.
- Take instruction from your supervisor which may include task analysis.
- Facilitate communication with employers as appropriate which may include schedule adjustments, changes and feedback of student and staff performance.
- Serve as a link between the school and community work site setting.
- Transport students to and from the work site in Agency vehicle.
- Attend School Program staff and in-service meetings.
- Complete all necessary paperwork and work summary reports regarding students
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with students, families, community members, and co-workers.
- Provide an efficient system for addressing the needs of students and implementing individualized interventions, including intensive interventions as needed. Able to utilize positive school-wide, classroom, and small-group behavioral supports.
- Performs other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate and provide examples of a successful employment history; an individual focused attitude; excellent communication skills (verbal and written); Problem solving skills, strong organizational skills, and the ability to effectively manage multiple tasks/projects. Must be able to lift, push, and pull 50lbs. Must be SCIP-R trained. Must have a valid NYS driver's license and have the ability to be and maintain designation as an Agency Authorized Driver.

### **EDUCATION AND/OR EXPERIENCE**

A 4-year degree in Human Services or Education; or New York State Education Teaching Assistant Certification; or five years' experience working at community work sites with students or adults. Experience working with young adults with developmental or intellectual disabilities in work settings strongly preferred.

**EQUAL OPPORTUNITY EMPLOYER**

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date