



## Job Description

**JOB TITLE:** Transition Specialist- School  
**REPORTS TO:** Director of School Program/Transition Coordinator  
**HOURS/STATUS:** Full-Time/Non-Exempt  
**SALARY RANGE:** \$18.63 - \$21.35

### **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**

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