



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Transition Coordinator

Qualifications:

1. Valid New Jersey Teacher of the Handicapped Certificate and/or Teacher of Students with Disabilities.
2. Completion of Department of Education Structured Learning Experience (SLE) coursework.
3. Experience in job placement, program development, and interaction with community support agencies and local businesses is desirable.
4. Minimum three years experience in education with at least one year of teaching experience.
5. Knowledgeable of special education laws and procedures, middle/secondary school guidance program design, and career/educational information and placement. Child Study Team experience is preferable.

Reports to:

Director of Special Services and Supervisor of Special Education

Job Goal: To help students with disabilities achieve personal fulfillment by providing them with guidance and counseling services to encourage students to participate in the creation of their own personal, educational, and occupational transition plans

Performance Responsibilities:

1. Assist students in evaluating their aptitudes and abilities through a systematic transition from school to employment or school to post-secondary education by identifying needs, interests, and preferences.
2. Develop appropriate job sites and works with the students and staff to schedule student placements.
3. Serve as liaison between the school and students' places of employment by monitoring their job performance and assisting in their job retention.
4. Review and coordinate any transportation needs through the Transportation and Special Services Departments.
5. Train Child Study Team and teachers in the development of individualized transition plans and work closely with parents and students in the development of these plans.
6. Attend meetings with parents/guardians, Child Study Team members and instructional staff, as necessary, to review and update students' transitional goals, objectives and activities.
7. Maintain an up-to-date manual covering all school-to-career transition procedures and activities.
8. Establish working relationships with post-secondary support agencies and service providers to facilitate transition planning.
9. Maintain a postgraduate database on all special education graduates of WHS programs.



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10. Develop and submit quarterly reports to the Supervisor of Special Services documenting student progress and program outcomes.
11. Develop a positive rapport with special education students.
12. Participate in professional development programs and activities to maintain professional competence and continuous improvement in the field.
13. Maintain up-to-date student transition portfolios.
14. Coordinate the preparation of recommendations to colleges for admissions as well as to potential employers and other agencies.
15. Work with teachers, administrators, and other professional staff members by providing information and assistance that will be beneficial to students' overall growth and development.
16. Teach classes, as assigned, delivering a self-advocacy/work-based curriculum.
17. Provide a transition orientation program for students with disabilities from middle to high school, which may include orientation programs for students, parents, and staff.
18. Keep the staff and community informed about the transition program.
19. Coordinate district Structured Learning Experience activities and Community Based Instruction trips in accordance with district procedures, guidelines, and budget allocations.
20. Create and assign schedules for job coaches and provides appropriate feedback to them regarding their duties and performance.
21. Participate on the hiring committee, when requested, for secondary instructional paraprofessional and job coach positions.
22. Perform such other duties and assumes such other tasks as may be assigned by the Director and/or Supervisor of Special Services or the Superintendent.

Terms of Employment:

Ten-month position; Salary as per contract

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Approved: January 17, 2023