

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE Transition Specialist Director

QUALIFICATIONS:

1. Minimum of bachelor's degree
 - a. Rehabilitation counseling
 - b. Special Education
 - c. Guidance & counseling
 - d. Business
 - e. Workforce development
 - f. Closely related degree
2. Minimum of one year experience in:
 - a. Rehabilitation
 - b. Special Education
 - c. Public School System
 - d. Job Placement
 - e. Closely related work

REPORTS TO: Primarily to assigned to appropriate Building Principal or Technical Assistant Supervisor. Also reports to the local DHS/DORS office, generally the assigned. The Transition Specialist will also work closely with the DHS/DORS office Rehabilitation Counselor to ensure DHS/DORS compliance.

TERMS OF EMPLOYMENT:

Salary, benefits, workday, work schedule, work year shall be determined by the Executive Board on an annual basis.

PRIMARY FUNCTIONS:

1. **Supervision:**
 - a. **Trains, instructs and supervises personnel under his/her supervision**
 - b. **Directs and assigns work schedules to personnel under his/her direct supervision.**
 - c. **Evaluates certified and non-certified personnel.**
 - d. **Serves as the immediate supervisor for personnel assigned to him/her and is responsible for responding to all employee/union grievances filed at the immediate supervisor level with the authority to exercise independent judgment to respond to grievances.**
 - e. **Exercises independent judgment and makes recommendations directly to the Director concerning the hiring, transfer, suspension, lay off, recall,**

promotion, discharge, reward or discipline of employees within the bargaining unit.

2. Effectuates, implements and carries out all Board policies and procedures, including but not limited to, monitoring, enforcing and implementing policies and regulations related to transitional services.
3. Exercises independent judgment and engaged in executive and management functions related to transitional services, preparation of the budgets and grants, and responsible for ensuring the operations assigned to him/her operate effectively and efficiently.
4. Responsible for directing the effectuation of management policies and procedures related to transitional services and adherence to the approved budget.
5. Participates in collective bargaining preparation and strategy regarding transitional services and polices impacting bargaining unit members.
6. Interview and gather information on students to determine their eligibility for services, the extent and nature of their disability and their need for and the feasibility of their undertaking rehabilitation services.
7. Assume responsibility for an assigned caseload; secure, analyze and evaluate work experience, special interests, social and economic circumstances, personality traits and attitudes; counsel students, in coordination with the prevocational coordinator, to develop rehabilitation plans and transition from school to work.
8. Participate in vocational counseling for students with their parents, employers and school staff.
9. In cooperation with the prevocational coordinator, prepare an IWRP for each student which is consistent with his/her IEP
10. Attend staffings, conferences, IEP meetings and other decision making meetings that pertain to students vocational rehabilitation and transition program
11. Approve STEP sites and monitor student progress
12. Coordinate DORS' services with school personnel and community resources.
13. Maintain a continuous case-finding program through contacts with school personnel; establish screening and referral processes to ensure that all eligible students are offered vocational rehabilitation services.
14. Maintain follow-up until closure or case is transferred to local DORS district office.
15. Provide in-service training for prevocational coordinator and other school personnel
16. Develop supported employment and natural supports
17. Adhere to all policies and regulations of the special education district, DORS, and the School Code of Illinois.

ADDITIONAL RESPONSIBILITIES:

1. The transition specialist shall work diligently in an effort to procure appropriate worksite options for STEP students.
2. The teacher shall assume duties as assigned by the building principal or Technical Assistant Supervisor to assist in the overall supervision students participating on the STEP program.

3. The Transition Specialist shall work the same hours as other certified staff at the local public school building, normally expected to be six hours and forty five minutes per school day and shall work 220 days per school year.
4. The Transition Specialist shall serve on building committees as requested by the local public school staff.
5. The person shall assume other responsibilities as requested by his/her supervisor.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. **Must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis.**
2. **Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.**
3. **Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.**

Revised: October 1, 2014