



City of St. Charles School District

TRANSITION PROGRAM COORDINATOR

Reports to:	Assistant Superintendent Student Services
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY: The Transition Program Coordinator develops and implements special curriculum and instruction that assures individual student achievement. Assist staff in provision of special education and transition services to students with disabilities, implement all district policies and rules, completion of district, state and federal reports, communicate with parents, staff, administration and outside agencies. Coordinate District Services for Students with disabilities with Transition Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Serve as consultant and in-service leader to the District teachers in area of coordination of transition activities.
- Arrange for or conduct needed in-service.
- Review current research in curricular area.
- Disseminate information and seek feedback to District Special Education teachers.
- Assist in the Special Education Orientation In-Service.
- Provide follow-up activities as requested by administrators.
- Act as a resource to the special education teachers.
- Assist the Assistant Superintendent of Student Services in the development of special education procedures.
- Attend meetings to keep current, as well as review and interpret special education laws.
- Coordinate transition services for special education students.
- Communicate with district administration and teachers regarding transition/vocational programs impacting special education students.
- Respond to parents' questions concerning transition/vocational programs and issues.
- Communicate with outside agencies regarding special education students in transition/vocational programs.
- Serve as liaison to vocational/transition agencies for the district.
- Disseminate information to teachers of special education students.

- Attend agency meetings as district representative.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Diagnostic staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Degree(s) required in major area of study.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Teaching Certificate in the area of Special Education.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as basic arithmetic calculations, fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Demonstrates patience, respect, and understanding for students.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud, depending on the activities of the day. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Transition Program Coordinator
Revised SY 2004-2005
Revised SY 2022-2023