



Position Title: Transition Specialist

FLSA Class: Exempt

Update: March 2022

QUALIFICATIONS

- Licensed as per Illinois State Board of Education requirements: LBSI required and LBSII Transition Specialist or Approval as Vocational Coordinator or Teacher Coordinator of Vocational Education preferred
- Experience with special education transition requirements, best practices, and development of transition plans
- Excellent interpersonal, communication, organizational and time management skills
- Possess a valid driver's license and maintains automotive insurance coverage as required by IL law

ESSENTIAL JOB FUNCTIONS-May include, but are not limited to, the following:

1. Demonstrates knowledge of current requirements for transition under IDEA and IL School Code and skills to assist students with successful transition and districts in meeting transition state indicators and requirements;
2. Collaborates with stakeholders, including students and families, to develop and implement individualized transition plans that result in student growth;
3. Establishes goals for the transition program and effectively contributes to management and outcomes of the STEP contract;
4. Demonstrates knowledge of transition resources and seeks varied and new resources from establishing working relationships with agencies, colleges, and programs that support students;
5. Regularly contributes to and/or directs the work of the local Transition Planning Committee;
6. Creates an environment and relationships based upon trust, respect, and fairness;
7. Establishes a culture for ongoing program development and improvement;
8. Establishes clear procedures for others seeking support and for completing transition tasks;
9. Establishes collaborative relationships with school and the community to effectively meet student needs in the areas of education, independent living, and employment;
10. Collaborates with teachers in the development and implementation of transition related assessments, activities, and resources;
11. Engages teachers in implementing best practices in the area of transition;
12. Develops and shares quality professional development with teachers and provides follow-up;
13. Effectively coordinates all transition related services and participates in IEP meetings;
14. Demonstrates flexibility and responsiveness to input;
15. Regularly reflects on the transition program and how to improve procedures and outcomes;
16. Plans for and requests transition-related needs; prepares for and submits required reports on time;
17. Effectively coordinates work with other transition specialists and agencies;
18. Participates in the professional community maintaining positive relationships with colleagues, students and families;
19. Seeks targeted professional development, develops goals or professional growth plan, shares and is responsive to feedback;
20. Displays professionalism, honesty, integrity, ethical practice and confidentiality; follows policies and procedures of Mid-State Special Education cooperative and the district(s)/building(s) assigned; adheres to established rules, regulations, laws, and professional ethical standards; follows designated schedule, attendance policy and is punctual;
21. May be required to perform other tasks as assigned.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

EXPECTATIONS:

Maintains a high level of ethical behavior and confidentiality of information about students;

Communicates effectively with staff, parents and students;

Displays fairness, patience, self-control, and impartiality with all stakeholders;

Demonstrates the ability to work effectively with others;

Engages in professional development activities;

Performs and completes duties within legally mandated timelines;

Adheres to designated work schedule;

Attends CPI trainings to maintain a valid certification;

Follows policies and procedures of Mid-State Special Education cooperative and the district(s)/ building(s) to which assigned;

Adheres to established rules, regulations, laws, and appropriate ethical standards.

SCHEDULING

The normal work hours for this position are 8:00 a.m. to 4:00 p.m. .