



Northern Kentucky Cooperative for Educational Services

Job Description

MEMO: The FY23 American Rescue Plan Transition Grant offers funding for the Special Education Regional Technical Assistance Centers (SERTAC) in developing a program to implement initiatives that support districts in providing learning opportunities to overcome the challenges faced in our schools as a result of the Covid 19 Pandemic as it relates to post-secondary transition. This intentional support will be provided to each of the NKCES SERTAC districts to assist teachers, families and students in providing post-secondary transition opportunities specifically to students with disabilities in middle/high schools.

The Transition Project Coordinator will oversee and support the activities specifically outlined in the grant application.

POSITION TITLE: Transition Project Coordinator

RESPONSIBLE TO: Regional Special Education Director

QUALIFICATIONS/CERTIFICATION(S):

- College degree required; bachelor's degree in special education preferred
- Experience teaching students with a variety of disabilities at the middle school/high school level
- Experience with developing and providing professional development to educational professionals preferred
- Knowledge and experience in special education law and due process procedures, intermediate technological/computer skills, strong interpersonal and communication skills
- Self-starter and independent worker

SPECIFIC DUTIES:

- Develop, organize and lead professional development activities and events related to post-secondary transition for students, parents, teachers, administrators and staff who teach students with disabilities.
- Develop and coordinate with school districts to provide transition fairs, tours, etc.
- Provide trainings on topics related to exploring future employment options and post high school activities.
- Collect and maintain data for attendance of events and evaluation of the ARP Transition Grant Program.
- Work with students, family members, classroom teachers, businesses and others to identify potential career interests of job possibilities within their community.
- Stay up-to-date and comply with requirements of law, regulations, and/or policies related to responsibilities.
- Other duties as assigned.

TERM OF EMPLOYMENT: 185 days

SALARY: Salary based on rank and experience in accordance with NKCES certified salary schedule.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures.

I am able to perform the essential functions of this job.

10/31/2022

Signature: _____ Date: _____