

**Request to Place an Item on the Agenda**

Name: Kim Justice

Address: 205 Airport Rd Ellettsville, KY

Telephone number: 270-265-2436

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: \_\_\_\_\_

Check if request was submitted to:  Superintendent  Board Chairperson

Conferred with following administrators (names): \_\_\_\_\_

\_\_\_\_\_

Description of Issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Action Requested: Approve the creation of a Transition Specialist position for the 2023-2024 school year only to be paid from Post-School Predictor ~~fund~~ Implementation funds awarded by KDE.

Check if you are:  Board Member  District Employee  Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

TITLE: Transition Specialist

QUALIFICATIONS: Valid Kentucky Certification and/or Relevant Experience

REPORTS TO: Director of Special Education

1. Explore and build a database of post-secondary options for high school students.
2. Build interagency collaborations with potential employers/post-secondary service providers.
3. Plan and host family engagement activities geared toward improving post-school outcomes for students.
4. Establish work study opportunities within and outside of school.
5. Contact parents of high school students with disabilities served by the district to conference about their child's transition planning.
6. Increase opportunities for students with disabilities to participate in apprenticeships, co-ops, and/or hands-on volunteer work experiences.
7. Plan field trips to visit potential employment and post-school opportunities.
8. Work with students on pre-employment skills, including job exploration, self-advocacy, post-secondary readiness, and workplace learning.
9. Other duties as assigned by supervisor.