**NELSON COUNTY SCHOOLS**

**Job Description**

**CLASS TITLE: TRANSITION SPECIALIST**

**QUALIFICATIONS:** Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. One year experience in working with children in an organized setting. Successful completion of Federal/State Required Skills Exam.

**REPORTS TO:** Director of Special Education

**Job Goals:** Provide extended support for special education students in preparation for post-graduate employment.

**PREFORMANCE RESPONSIBLITIES:**

Provides information specific to post secondary transition requirements in accordance with state and federal regulations

Meets with students with disabilities (IEP/504) for career counseling  job readiness educational activities such as mock interviews, resume development, post secondary applications, etc . . .

Conducts parent and student interviews and surveys regarding post secondary goals,  services and outcomes.

Provides special topic seminars for teachers, parents and students on topics related to post secondary transition such as: SSI, State Waiver Programs, OVR, ADA, etc .

Attends individual student transition meetings as required.

Provides presentations on post secondary transition requirements and activities to school and community groups.

Assists Director of SP ED with completion of any reports related to post secondary out-comes and student exiting status.

Accurately collects data and maintains all required records.

Demonstrates interpersonal skills using tact, patience and courtesy.

Utilizes good communication skills, both oral and written.

Establishes and maintains cooperative and effective working relationships with others.

Works confidentially with discretion.

Adheres to the appropriate code of ethics.

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Performs other duties consistent with the position assigned as may be requested by the Superintendent.

**KNOWLEDGE AND ABILITES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.