

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION SECONDARY TRANSITION TEACHER

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's Degree from a fully accredited college or university.
- (2) Possession of, or eligibility for, a Florida teaching certificate in the area of Special Education.
- (3) Minimum of three years of experience working with students with disabilities.
- (4) Available and willing to work flexible hours as needed.
- (5) Proof of insurance for private vehicle to be in accordance with District guidelines.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge local state and federal ESE guidelines for students 14-21. Ability to network in the community to create successful paid and non-paid worksites for disabled students for individualized placement and training models of supported employment. Coordination with district level paraprofessional job coaches and school based career teachers. Experience with job placement / coaching activities, preferably with disabled students.

REPORTS TO:

Principal/Designee
District Administrator

JOB GOAL

To develop paid and non-paid work sites for student placement.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Development of contracts for both paid and non paid work experience sites within the community through employer networking,, contacts, interviews, and presentation.
- * (2) Meeting with parents, teachers, students prior to job placement to obtain information through both formal and informal assessments regarding the student's interests and employability skills.
- * (3) Meeting with employees at the job site prior to student placement to establish a successful and conducive working environment by job carving, task analysis and modifications.
- * (4) Maintaining on-going contact with job site supervisors and mentors after student placement to confer regarding student performance.
- * (5) Providing on-site assistance to students and district level job coaches as needed.
- * (6) Collecting and recording performance data for each student and providing regular and systematic feedback to student's employer, student, parent, and department staff regarding student's progress.
- * (7) Assist with coordinating student transportation, providing student transportation if necessary.
- * (8) Monitoring student attendance and punctuality.
- * (9) Implementing behavioral management procedures.

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- * (10) Assigning grades for students in VIP Programs.
- * (11) Maintaining time sheets and all other required paperwork for compliance audits.
- * (12) Assisting in the development of the transition IEP to reflect employment goals.
- * (13) Coordinating activities for students pursuing a Special Diploma under Option 2 (full-time employment).
- * (14) Continuing professional growth through meetings, attending workshops, reading related literature and exchanging ideas with other staff members.
- * (15) Collaborate with ESE staff to coordinate classroom instruction and presentations in the area of employability skills.
- * (16) Assist in providing training and guidance for district job coaches.
- * (17) Exhibit interpersonal and communication skills to work as an effective team member.
- * (18) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENTS:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities