

**Job Title:** Transition Coach - Special Education

**FLSA Exemption Status:** Non-Exempt

**Term:** 180 days

**Minimum Qualifications:**

1. Minimum of high school graduation or equivalent – Associate Degree is preferred;
2. Experience working with students with disabilities;
3. Have strong written, verbal, presentation and interpersonal skills; and 5. Meet health and physical requirements.

**Job Objectives/Goals:**

To assist the Transition Case Manager with teaching occupational related skills to eligible applicants, or potentially eligible high school

**Responsibilities and Essential Functions:**

1. Receive referrals from the LEA and inform applicable counselor and Transition Case Manager;
2. Provide basic information about vocational rehabilitation to parents and students;
3. Upon receipt of parental permission, gather and organize schools records (IEP, eligibility reports, medical reports, evaluations, assessments, etc.) to complete the eligibility process;
4. Assist in scheduling, coordinating, and completing evaluations needed for the eligibility process (vocational assistive technology, etc.)
5. Prepare for and attend student meetings in the absence of the counselor and/or Transition Case Manager;
6. Provide job readiness activities in both group and individual settings;
7. Conduct independent living, hygiene, and grooming training in both group and individual settings;
8. Prepare students for Work Based Learning/Work Adjustment Training (making sure they have a photo ID, wardrobe guidance, transportation, etc.) and communicate any reported/observed needs to the counselor;
9. Provide in-depth Career Exploration activities in both group and individual settings;
10. Provide and collect student progress on a monthly basis;
11. Inform counselor and Transition Case manager of any problems or complaints;
12. Monitor attendance and behavior of students to ensure progress toward measurable post-secondary and/or employment goals;
13. Help develop and assist with summer workshops (if applicable);
14. Provide asset development training to students;
15. Gather and inform students, counselor, and Transition Case manager of job leads and available internships;
16. Contact clients in post-secondary education placements to ensure clients are progressing and meeting all required milestones and benchmarks. Notify counselor of ant issues;
17. If students are placed in a paying position, provide job retention services when needed;
18. Attend work on a regular and predictable basis; and
19. Perform other work-related duties as assigned.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Building Principal, Special Education Supervisor

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

