

**TITLE****TSW - Transition Case Manager - Special Education****QUALIFICATIONS**

1. Have a Valid Tennessee teaching license with appropriate endorsement(s);
2. Two years of experience in teaching or services related to students with disabilities;
3. Meet all applicable requirements of *Every Student Succeeds Act (ESSA)*;
4. Have strong written, verbal, presentation and interpersonal skills; and
5. Meet health and physical requirements.

**JOB GOAL**

To manage the Transition School to Work (TSW) program/contract for the Local Education Agency (LEA). This person must be self-directed and coordinate appropriate activities with the Director of Exceptional Children Services, the designated school contact, and the appropriate Vocational Rehab (VR) counselor.

The Manager will work directly with the Workplace Readiness Specialist and Transition Coach to ensure that all have a complete, and regular, schedule and that the specific requirements of the grant are completed in a timely manner.

**WORK ACTIVITIES**

1. Receive referrals from LEA and inform the VR counselor. Assist the counselor in completing application. Obtain necessary documentation from the LEA for eligibility determination. Assist in scheduling and coordinating needed evaluations to assist in the eligibility process as directed by the counselor;
2. Ensure that the eligible student records are properly maintained, stored, and kept confidential;
3. Coordinate activities with referring VR counselor and LEA;
4. Maintain a high level of confidentiality, a professional demeanor, and represent both organizations in a positive manner;
5. Schedule and attend events and trainings with the VR counselor and other grant employees to further ensure student goals are met;
6. Attend IEP Team meetings for possible referral and/or to report student progress;
7. Use various forms of communication to update and coordinate with the VR counselor, LEA personnel, and other TSW grantee employees;
8. Regularly review goals and priorities as identified by the VR counselor and identified in the TSW contract;
9. Communicate and coordinate with outside agencies according to LEA policy;
10. Arrange and coordinate events/training that provides opportunities for student and family engagement;
11. Handle student, work site, and/or LEA complaints and work to resolve the problem. Seek guidance from VR counselor and LEA representative as needed;
12. Assist with IPE development as requested;
13. Work with students to reach established goals (IPE and IEP);

14. Document student progress and complete other documentation necessary for student's future employment. Provide documentation to LEA and VR counselor as needed.
15. Develop and modify processes and assist other personnel to accommodate the student's barriers to employment.
16. Provide guidance to all grant employees so that services can be implemented according to the IPE and IEP;
17. Lead the TSW team to select appropriate curricula for working with students, implement appropriate curricula or demonstrate creativity in developing programs/training to assist grant personnel and the VR counselor to ensure eligible students obtain and maintain employment;
18. Provide guidance to grant personnel on how to help students achieve goals and objectives;
19. Understand and keep up to date with new technology, community resources, and assistive devices available for people with disabilities;
20. As time allows, work with the LEA's TSW Team to develop integrated job placement sites for students to obtain job training and potential employment.
21. Assist students (and their families) in completing necessary documentation for post-secondary education application and financial aid assistance.
22. Serve as liaison to post-secondary educations' Disability Services offices.
23. If the LEA has a Project SEARCH® site, assist the Project SEARCH® team in recommending and selecting students to complete the year-long internship. Make sure that the counselor has the necessary material to complete eligibility process;
24. Meet monthly with the Project SEARCH® team to ensure fidelity of the program; and
25. Perform other work-related duties as assigned.

## **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

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

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.

## **WORK CONDITIONS**

Normal working environment in classroom as well as local workplace which have agreed to utilize the qualifying students.

Some local travel may be required due to working directly with other local governmental agencies and local businesses/industries.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

## **TERMS OF EMPLOYMENT**

The employee is anticipated to work the normal school year (typical 200 days). A typical day is 7.5 hours.

This position reports directly to the school principal and the Supervisor – Special Education.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.