

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ESE TRANSITION SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited education institution.
- (2) Certified by the State of Florida in any area of exception student education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of job opportunities and required skills for obtaining competitive employment. Ability to work with employers, agency and school staff. Knowledge of graduation requirements for standard and special diploma options. Skill in oral and written communication. Knowledge of wage and labor laws. Ability to conduct vocational assessments.

REPORTS TO:

Director, Exceptional Student Education

JOB GOAL

To coordinate transition and job placement of students with disabilities so that they may achieve their greatest potential, work and become productive citizens in the community.

SUPERVISES:

N/A, Co-ordinates ESE Job Coaches

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate transition planning for selected students with disabilities.
- * (2) Meet with community employers and procure job training and placement sites for students with disabilities.
- * (3) Coordinate activities with job coaches.
- * (4) Serve as ESE representative on the Transition Interagency Council.
- * (5) Coordinate the development and revision of the interagency transition agreement.
- * (6) Conduct functional work evaluations and vocational assessments, and use the information in educational planning.
- * (7) 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 EMPLOYMENT:

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.

*Essential Performance Responsibilities

Job Description Supplement Code 2

SALARY LOCATOR: Instructional Salary Schedule