

JOB DESCRIPTION

TITLE: Special Education Transition Facilitator

QUALIFICATIONS: Valid and current Louisiana teaching certificate: minimum of five years teaching children with disabilities; Louisiana certification in special education in at least one generic certification.

GOAL: To enable eligible students with disabilities to derive the fullest possible educational services by facilitating the development and implementation of Individual Transition Plans (ITP's) and coordinating curriculum, including community based instruction and occupational training, which meets the individual needs of enrolled students ages 14-21.

SPECIFIC RESPONSIBILITIES:

1. On an annual basis, identify all students ages 16 and above, younger when appropriate, who will receive transition services.
2. Facilitate the development of all Individual Transition Plans (ITPs) system-wide.
3. Serve as designee for the Supervisor of Special Education at ITP meetings.
4. Schedule ITP meetings to include necessary participants including the student's teacher(s), the student, a family member, related services provider(s) and any adult agency or outside service provider needed to plan transition services or who may be currently delivering services to the students.
5. Assure parent participation by sending a letter providing full and effective notice to the parent of the IEP/ITP meeting and verify attendance.
6. Ensure the IEP/ITP meeting is scheduled and the IEP developed prior to the IEP meeting.
7. Monitor ITP's system-wide to ensure timelines are being met and reconvene the ITP team to develop alternative strategies and make necessary revisions if any agency fails to provide agreed upon services of the action steps taken do not prove to be effective.
8. Develop and maintain a current community resource directory to provide students, parents, and staff with agency and business resources available within the community.

Form 100.44

9. Act as liaison between school and businesses to ensure cooperative agreements are in place, adequate transportation is arranged, appropriate training sites are selected, and adequate supervision is provided by staff.
10. Provide regular in-service training to all staff involved in developing and implementing ITPs relating to vocational assessment, community based instruction, working with other agencies, innovative practices, and the like.
11. Research and select programs and curriculum materials for all special education programs, system-wide.
12. Serve as designee at initial secondary IEP meetings. Attend initial IEP meetings.
13. Coordinate the purchase of needed curriculum materials for all special education programs, system-wide.
14. Collect follow-up data after students exit the special education of the total program to evaluate the effectiveness of the transition process and make needed revisions.
15. Conduct annual needs assessment and evaluation of the total program including teachers, parents, students, and community personnel.
16. Maintain accurate and timely records/reports in the areas of assigned responsibility.
17. Perform other duties as assigned by the proper authority.

Employee's Signature

Date