

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

***POSITION TITLE: SPECIAL EDUCATION TRANSITION TEACHER***

***DEFINITION:*** Under the supervision of the Director of Student Services, and in coordination with the site Principal, facilitates the transition of special needs students to the community. Will provide instruction, life skills, travel training, recreation, and volunteer job placement facilitation.

***ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:***

- Interpret and implement the student's Individualized Educational Program (IEP)
- Attend and participate in team and transitional IEP meetings for high school seniors moving into the Transition Program
- Monitor adherence to federal laws
- Maintain accurate and complete student records, and prepare reports on students and activities as required by laws, district policies, and administrative regulations
- Make contact and create partnerships within the school and community for the purpose of developing life skills, job shadowing and job sampling opportunities for special needs students
- In coordination with the Director of Student Services facilitate referrals to other agencies and write cooperative agreements
- Coordinate and lead interagency transition meetings
- Develop and implement transition curriculum
- Instruct students in self-advocacy, self-awareness, career awareness, goal setting, independence and related skills such as hygiene, safety, and food preparation
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage
- Develop and implement learning modules which facilitate the generalization of transitional goals
- Develop and implement activities of daily living skills
- Implement developmentally appropriate transitional goals and weekly activity schedules for students and staff
- Provide weekly activity schedules to the Director of Student Services and the site Principal
- Assist administration and staff with all aspects of transitional planning
- Promote understanding of laws, eligibility requirements, availability of services
- Assist students and families in understanding the system and accessing services including transition to Adult Services
- Establish and enforce rules for behavior and policies and procedures to maintain order and safety among students
- Work with the Director of Student Services in the identification, design, dissemination, implementation, and evaluation of promising/best practices and models in the defined subject matter instruction to enhance student learning and professional development
- Develop tools and resources that support quality instruction in the defined subject matter and facilitate analysis of student achievement data to modify instruction
- Research, interpret, analyze, report, and utilize data and evaluating process and resources
- Utilize multi-media to integrate technology into the classroom and Lesson Study processes
- Provide leadership and direction to a team of paraprofessionals supporting transition students' needs
- Develop and carry student emergency cards at all times when in the community
- Collaborate with the Director of Student Services in the evaluation of para-professional staff
- Inform the Director of Student Services and site Principal of any safety concerns and when job related emergencies arise in the community

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- Lead the para-professional/s in tending to the basic needs of students including toileting, diapering and feeding when needed by individual students
- Perform other duties as assigned, according to District policies and procedures
- Maintain professional competence through participation in in-service education activities provided by the District and other professional growth activities, keeping informed of best practices and trends
- Participate in district committees as appropriate
- Attend regular trainings and meetings as designated by the Principal and/or Director of Student Services
- Participate in meetings and committees, as needed or assigned
- Assist in maintaining program design that has been approved by the Board of Education
- Adhere to compliance requirements for program implementation
- Perform other program-related duties as may be assigned by the District or school site administrator and/or designee

***QUALIFICATIONS:***

**Knowledge of:**

- District, state, and national standards, curriculum, and assessments
- Research based instructional techniques for implementation of the district's curriculum
- Intellectual, emotional and social development of students
- Educational technology applications
- Data analysis to plan instruction
- District policies and procedures that govern program and curriculum
- Technology and computer software applications relative to instruction
- Previous experience working effectively with culturally and linguistically diverse groups
- District goals as outlined in Local Education Agency Plan
- Current educational issues and trends

**Ability to:**

- Adapt to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints
- Use data and assessment to plan and implement instruction
- Understand and carry out complex oral and written directions
- Provide a positive school climate
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Work well independently and as part of a team
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Maintain confidentiality
- Effectively plan for the differentiated needs of students
- Establish and maintain cooperative and supportive relationships with students, school personnel, district personnel, parents, co-workers, and the public
- Analyze a variety of student data and provide meaningful interpretation
- Maintain confidentiality
- Design effective lessons and interventions to support student needs
- Facilitate meetings and attend professional development
- Communicate effectively in the English language both orally and in writing
- Meet schedules and timelines

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- Work independently with appropriate direction
- Analyze situations accurately and adopt an effective course of action as they pertain to working with students, staff, parents and the community
- Use technology and computer software applications as appropriate to the work environment
- Use tact, patience and courtesy when dealing with people
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Model norms of behavior that reflect high expectations for colleagues and students
- Drive a passenger van and maintain a good driving record
- Travel to various location within the tri-county area

***EDUCATION AND EXPERIENCE:***

- Bachelor's degree from an accredited college or university
- Verifiable professional teaching experience in the defined subject area
- Outstanding and/or highly satisfactory evaluations
- Strong subject matter content knowledge and ability to apply it to teaching and learning
- State approved training in core curriculum

***LICENSE OR CERTIFICATE:***

- Valid California Educational Specialist – Moderate/Severe teaching credential authorizing service in the area of responsibility
- CLAD/BCLAD certification
- Autism Spectrum Disorder authorization
- Possession of a valid California Driver license

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

***Ability to:***

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, use good judgment and make sound decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor/outdoor; in elements of weather, as well as subject to sitting at a desk for long periods of time, walking and/or standing for extended periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedure.

Adopted by the Board of Education: 3/17/2015