

Educational Service Unit No. 6, Inc.
Job Description

Job Title: Transition Teacher
Department: Student Services
Supervisor: Director of Student Services
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 1/25/2019
Location: Milford, NE

Summary

The Transition Teacher develops job experiences, job descriptions, task lists, job analysis and plans for necessary modifications for students with disabilities. The Transition Teacher also works with students in multiple settings; training, job experience, and community.

The Transition Teacher helps the students learn the following things:

- completing job application and resume
- performing job tasks to the employer's specifications
- learning interpersonal skills necessary to be accepted as a worker at the job and in the community
- learning how to access college supports

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Participates in trans-disciplinary meetings, multidisciplinary staffing, annual reviews, parent conferences, and faculty meetings.

Implements student IEPs utilizing teaching methods, materials, and adaptations appropriate to meet individual student needs.

Instructs students on employability skills such as communication, problem solving, teamwork, grooming, budgeting and self-advocacy; correlate instructional content with training and student career objectives.

Instructs students on accessing college supports – Accommodations, financial aid,

instructors, and transition staff.

Collaborates with team members to develop and modify goals and objectives on student IEPs.

Monitors and records daily attendance at work sites; teaches students to independently inform departments of absences/tardiness.

Demonstrates a consistent method of assessing student growth via the use of clear criteria and is congruent with student goals. Collects and summarizes performance data on an ongoing basis.

Transports students in community to activities.

Develops work portfolios for each student to include credentialing of skills attained, letter of recommendations from job sites, etc.

Develops linkages among other agencies to assure effective transition from school to work or from current placement to successful community employment.

Participates in professional growth activities such as conferences and in-service.

Schedules and attends appropriate team meetings.

Schedules, plans and implements written communication with parents and other appropriate parties.

Communicates regularly with SCC Staff and Job Coach to monitor student progress and issues.

Regular and dependable attendance is an essential function of this job.

Supervisory Responsibilities

This job directly supervises one Job Coach who is a non-supervisory employee in the Student Services department. Is responsible for the overall direction, coordination and evaluation of the Job Coach. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining subordinate(s); addressing complaints and resolving problems in cooperation with human resources.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Seeks feedback to improve performance; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Quality Management - Demonstrates accuracy and thoroughness.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control.

Cost Consciousness - Works within approved budget; conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values.

Adaptability - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.

Judgement - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress towards goals; acknowledges team accomplishments. Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results. Requires accountability.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Recruitment & Staffing - Coordinates all activities with human resources; exhibits sound interviewing skills; presents positive, realistic view of the organization; analyzes and forecasts staffing needs; makes quality hiring decisions in cooperation with human resources.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree in Special Education required; classroom teaching experience preferred

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Certificates, Licenses, Registrations

Valid Driver's License; Valid teaching, special services or administrative certificate with appropriate endorsement.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name