



West Windsor-Plainsboro Regional School District

Job Description

Job Title: School Transition Coordinator
Department: Special Services
Reports To: Supervisor of Special Education and/or Building Principal
Salary Guide: WWPEA; Ten Month Contract
Prepared Date: July 27, 2021

Qualifications: New Jersey Instructional or Educational Services Endorsement. Completion of (or willingness to complete) structured learning experience training. Knowledge of working with students with autism and intellectual disabilities. Knowledge and experience with job coaching, transition planning and other vocational training preferred. Completion of successful criminal history clearance. Proof of U.S. Citizenship or appropriate employment authorization. Ability to maintain a positive learning environment. Strong interpersonal and communication skills. Compliance with the NJ FIRST Act.

Essential Duties: The School Transition Coordinator has the duties and responsibilities commonly associated with this position, including (but not exclusive of) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements, with all of which he/she is expected to be familiar.

STUDENTS/SCHOOL PERSONNEL/PARENTS

- Coordinate transition activities for college, career and community readiness.
- Create, modify, and implement a vocational plan based on a student's individual needs, strengths, interests and preferences.
- Work with students in order to develop self-advocacy skills to actively participate in their IEP and post-secondary planning.
- In cooperation with classroom teachers, facilitates and coordinates off-site career job sampling and internship opportunities.
- Serve as a liaison between community agency/service providers/job sites and the school, additionally providing clear communication of transition information.
- Arrange and manage transportation for job sites in conjunction with the transportation coordinator.
- Check in regularly with site managers to maintain positive community relationships and job success.

- Facilitate referral, application, and eligibility process for students and families to adult service providers.
- Assist teachers and staff in developing IEP goals and objectives with parent and student input.
- Attend and participate in IEP meetings.
- Monitor and assess student progress while in the vocational environment - actively consulting with teachers and other support staff as needed.
- Work collaboratively with community service providers, community agencies, child study team members, related service providers, teachers, parents and students with disabilities in order to supervise the planning, implementation and daily operations of transitioning to both work and post-secondary experiences.
- Plan and confer with the classroom teacher as needed, concerning any needs or impediments to success.
- Participate in team meetings to discuss transition plans, goals, vocational works, school -to-work acquisition, etc.
- Maintain a positive work environment.
- Maintain appropriate records on occupational/vocational competencies, job site performance, readiness skills, life skills, etc.
- Provide training and consultation towards incorporating transition topics and needs into student IEPs.
- Develop curriculum, design and implement lesson plans, assess student progress.
- Inventory and assess a student's vocational skills.
- Other duties deemed necessary for effective and efficient transition planning as determined by the supervisor or director of special services

ADDITIONAL RESPONSIBILITIES

Performs other tasks and assumes such other responsibilities as the director of special services and/or principal may assign or delegate.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program and Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

PHYSICAL DEMANDS

The physical demands described in this job description 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.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 7/27/2021

Certified by: C. J. Conella
Director of Human Resources