



REVISED:  
02/13/2018

JOB TITLE:	POST-SECONDARY TRANSITION RESOURCE TEACHER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4759
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

The position of Post-Secondary Transition Resource Teacher is responsible for serving students with disabilities ages 14-21 with an emphasis on developing and implementing the five core pre-employment transition services as required by the Workforce Innovation and Opportunity Act (job exploration counseling, work based learning experiences, counseling on post-secondary educational opportunities, workplace readiness training, and instruction in self-advocacy).

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develop, plan, coordinate and carry out an annual student-focused conference for middle and high school students with disabilities focusing exclusively on Pre-Employment Transition Services

Support schools in the development, planning, coordination and execution of comprehensive weekly group workshops during the school year and coordinate summer experiences for students with disabilities who are eligible or potentially eligible for Vocational Rehabilitation services

Provides career assessment, functional vocational evaluation and appropriate career exploration for students with disabilities

Communicates consistently with program staff, businesses, teachers, parents and vocational rehabilitation counselors

Transport students within the community for transition experiences using appropriate modes of transportation (i.e., TARC, personal vehicle).

Gathers data as needed to complete job duties. Submit required reports to supervisor

Attend trainings, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices in the field of special education

Delivers technical assistance in the design and implementation of workshops and training programs as required

Provides staff training as assigned to meet district goals and objectives

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's degree in Education with valid Kentucky Teaching certificate

Minimum of three (3) years teaching and/or consulting experience

Experience working with students with disabilities

Valid Driver's License and ability to travel to work locations

Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in Community Based Instruction (CBI) or equivalent community training program (JCPS)
Knowledge of effective instructional/learning strategies and Specially Designed Instruction for students with disabilities
Understanding of transition services/vocational rehabilitation services for youth