

Project Facilitator, K-12 Special Education Transition Specialist

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available.

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this transition specialist position will provide technical assistance to principals, teachers, parents, and appropriate administrators regarding transition services for students ages 13-21. This position is directly responsible to the Director II, Special Education Programs and Projects Department, Student Services Division (SSD), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Support, mentor, and model best practice, transition strategies and techniques.
2. Exhibit a strong commitment to improving academic, social, and vocational achievement for students with disabilities.
3. Establish effective working relationships with administration, school-based staff, and community agencies.
4. Facilitate staff transition based professional learning opportunities and activities, related to students with disabilities, for administration, licensed, and support professional personnel.

5. Consult with site administration of special education to troubleshoot transition concerns/issues that may be supervisory in nature.
 6. Assist division and region teams, administration, licensed, and support professional personnel with the effective implementation of federal, state, and local mandates aligned with transition.
 7. Assist parents or students in problem-solving and acquiring the necessary knowledge and skills to support the development and implementation of transition skills, in the Individualized Education Plan (IEP)
 8. Provide staff with information on evidence based instruction for post-secondary planning.
 9. Assist licensed staff in providing technical information, preparing IEPs, and/or referrals to community agencies to address post-secondary planning.
 10. Maintain confidentiality and organization of records through observable procedures consistent with division and site directives.
 11. Assist IEP teams in the development and implementation of transition plans.
 12. Work professionally with administrators, staff, parents, and community.
 13. Participate in other job-related duties and activities related to the position as assigned.
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Position Expectations

1. Demonstrate ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities.
2. Demonstrate strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
3. Demonstrate strong knowledge of special education programs and services in the Clark County School District and the community.
4. Demonstrate effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
5. Demonstrated high level of self-confidence, initiative, and self-direction.
6. Lead professional development activities for staff as they relate to special education.
7. Work cooperatively with students, parents, peers, administration, and community members.
8. Maintain accurate and complete records as required by law and District policy.
9. Participate as an active member with other faculty and staff.
10. Work in a collegial manner with all District staff to provide students an appropriate education in the LRE.

11. Maintain and improve professional competence.
 12. Communicate effectively both written and orally.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful classroom teaching.

Licenses and Certifications

Possess a valid Special Education teaching license issued by the Nevada Department of Education.

Preferred Qualifications

1. Experience in job development/placement/transition services.
2. Knowledge of current best practices in the field of supported employment.
3. Experience in building community trust, developing effective community relations, and working collaboratively with community agencies.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/27/21
- Created: 03/17/17