



**Kalamazoo Regional Educational Service Agency
Job Description**

Job Title: Transition Coordinator
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepared By: Special Education LM
Approved By: Human Resources TZ
Prepared Date: 05/2013
Last Revised Date: 05/2013

Summary:

Initiates and provides access to adult agencies' information and services to school-age students within the last two years of exit from educational services. Maintains contact with school and community resources to enhance student employability and transition to adult living in the community. Oversees work based learning job sites and job coaches.

Essential Duties and Responsibilities:

- Coordinates the gathering of diagnostic information to determine eligibility for adult agencies. Facilitates county-wide transition agency meetings Facilitates a county-wide transition team for school staff.
- Provides transition counseling to students and families Provides students, families and school staff with information regarding adult services in the areas of employment, post-secondary education and adult living.
- Networks with community for services to meet students' needs Attends IEPs as invited by local school districts, students and/or families.
- Coordinates community resources for the benefit of students Publishes a bi-monthly newsletter on transition related issues for school staff to share with families Designs and develops transition resources for students, families and school staff.
- Facilitates the planning and implementation of professional development for school staff and community partners in areas related to transition.
- Attends Transition Coordinator meetings at the state level as determined by the Transition Service. Grant Assists in the writing, implementation and evaluation process of the Transition Grant. Participates in local, regional and state transition meetings.
- Regular and consistent attendance
- Other duties as assigned.

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Certificates, License, Registration:

Michigan Teaching Certificate; Meets requirements for Transition Coordinator as outlined by the Michigan Department of Education's Office of Special Education and Early Intervention Services

Other Skill & Abilities:

Ability to apply current research and theory to instructional programs Ability to establish and maintain effective working relationships with students, peers, parents and the community Ability to speak clearly and concisely in written and oral communication Ability to efficiently use computer and applicable software Ability to problem solve Maintain confidentiality

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.