Waco Independent School District
JOB DESCRIPTION

Job Title: Transition Specialist/Vocational Adjustment Coordinator (VAC)
Wage/Hour Status: Exempt/Contract

Reports To: Secondary Special Education Coordinator
Pay Grade/Days: Teacher/202

Dept./School: Administration Building
Date Revised: June 2017

Primary Purpose: The Transition Specialist/VAC’s primary responsibility is to provide special education transition services in the form of planning for each individual’s adult life and designing learning experiences and activities that are designed to develop student potential for intellectual, emotional, vocational and social growth. The goal is to enable the student to develop the competencies and skills to function successfully on the job and in the community.

Qualifications:

Education/Certification:
Bachelor’s degree from accredited university
Teacher’s certificate in special education

Special Knowledge/Skills:
60 clock hours of specified in-service training resulting in a certificate of completion from the in-service provider. (Teachers assigned to this instructional arrangement after September 1, 1990 will have three years from the date of assignment to complete the in-service training criteria.)

Major Responsibilities and Duties:

1. Serve as the district’s Transition/Employment Designee (TED), providing transition information and assistance with accessing the online Texas Transition and Employment Guide.
2. Serve as district liaison with area businesses and service agencies to encourage school to work/adult life activities.
3. Coordinate services with appropriate service agencies for students as deemed necessary by the ARD committee.
4. Oversee the implementation of the district’s 18+ Transition Center under the direction of the Secondary Special Education Coordinator.
5. Maintain a regular schedule of direct involvement with staff and students to ensure the implementation of the student’s IEP, including progress towards postsecondary goals.
6. Provide support to eligible students as deemed necessary by the ARD Committee.
Vocational Adjustment Class Teacher

7. Organize and participate in the development of job opportunities and activities that address the individual needs of each student.
8. Facilitate person-centered life/transition planning for individuals identified and/or referred.
9. Complete functional vocational evaluations as requested and identified by the ARD committee.
10. Train students in appropriate work-related attitudes, behavior, dress, and communication skills necessary to obtain and maintain employment.
11. Evaluate student vocational skills and behavior to assist in determining and work readiness, abilities and interests.
12. Provide opportunities for the student to develop self-determination and self-advocacy skills.
13. Monitor and document progress towards mastery of employment goals and objectives in the implementation of the IEP.
14. Disseminate information to parents and students on the purpose and expected outcomes of work-based learning.
15. Involve parents in the development, implementation, and mastery of employment goals and objectives and explain their relation to postsecondary goals.
16. Problem solve with the parent, student and the ARD committee regarding transportation to and from work.
17. Provide a continuum of supports and services to employers.
18. Collaborate with employers to provide learning opportunities for students.
19. Maintain and document ongoing contact with employers.
20. Network with local businesses and community leaders to gain knowledge of the job market in the community and help develop job sites.
21. Maintain an active role in developing positive public relations between school and community.
22. Maintain current knowledge of labor market trends and needs.
23. Participate in ongoing professional growth opportunities Possess knowledge and understanding of current federal and state education and child labor laws.
24. Facilitate compliance with local district policies and procedures.
25. Perform other duties as assigned.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Use of personal vehicle, Macintosh computer, and all applicable audio-visual equipment. High physical stamina necessary; moderate walking, lifting, and bending. Works in a school campus that deals on a daily basis with students, teachers, other administrators, paraprofessionals, parents, and volunteers.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of
Vocational Adjustment Class Teacher employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature ___________________________ Date ________________

Printed Name ___________________________ Employee ID # ______________

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.