



**TRANSITION SUPPORT
INSTRUCTIONAL SPECIALIST**

EACC Scale: A2 ISPE
Starting Salary Range:

\$74,785 - \$105,670

Exemption Status: Non-Exempt
12 Months – Certificated Position

EDUCATION, QUALIFICATIONS, SKILLS, KNOWLEDGE, ABILITIES

- Bachelor's degree in special education required.
- Master's degree from an accredited college or university preferred.
- Advanced Professional Certificate with endorsement in special education.
- Course work in transition, counseling or career education desirable.
- Minimum three (3) years of successful teaching experience providing secondary transition services for students with varied abilities.
- Knowledge of current research and trends in transition services with special emphasis on appropriate culturally competent curriculum, instructional practices, and assessment.
- Demonstrated knowledge and experience developing, implementing and monitoring effective transition IEPs.
- Knowledge of Indicator 13 compliance and monitoring practices.
- Ability to work effectively with administrators, teachers, students, parents and agency partners in providing innovative transition-related activities.
- Ability to plan and develop professional development training for a variety of audiences including teachers, students, parents and partner agencies.
- Knowledge of adult services and ability to work collaboratively to support student outcomes.
- Excellent organizational, written and oral communications and human relations skills.

ESSENTIAL JOB FUNCTIONS

- Provides instructional program support to all secondary schools on the delivery transition services.
- Develops and supports implementation of curriculum and transition activities targeting increased post-secondary outcomes of transition-age youth with disabilities.
- Designs and implements staff development that that supports best practices in special education secondary transition services.
- Serves as a member of the central office special education instructional leadership team.

- Collaborates with other Instructional Specialists, Student Services, CTE and Adult Service Providers in the development and delivery of curriculum and interventions for students with disabilities.
- Assists in data collection and analysis for program improvement and development.
- Collaborates with students, parents, and other IEP team members to develop appropriate and effective transition plans.
- Attends IEP meetings for students as needed
- Provides and/or assists staff with self-determination and pre-employment skills instruction
- Assists with development and implementation of extended learning opportunities.
- Provides support to Transition Coordinator in the implementation of grant funded initiatives.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section

504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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