

# CHERRY HILL PUBLIC SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:** District Transition Coach

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements cited below are representative of the knowledge, skill, and/or ability required.

1. Must possess valid New Jersey Special Education Teaching certificate.
2. Experience working with adolescents in school or youth-serving settings.
3. Familiarity with special education supports and graduation requirements.
4. Committed to working with all children.
5. Demonstrates skill in understanding cultural differences.
6. Ability to serve as an advocate for individuals of all ethnicities, genders, ages, backgrounds and abilities.
7. Demonstrated detail orientation and ability to multi-task.
8. Strong verbal and written communication skills and solid project management skills.
9. Exceptional customer service orientation, including ability to establish and maintain successful relationships with the educational community; maintains confidentiality as required and appropriate.
10. Demonstrates office technology software skills including proficiency in the use of Microsoft Word, Outlook, Excel, Power Point, and other cloud-based software.
11. Must have excellent integrity and demonstrate good moral character and initiative.
12. Background free from criminal activities (as verified by criminal history check required by New Jersey Department of Education).
13. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** Director of Special Education or his/her designee

**EVALUATION:** In accordance with the State of New Jersey requirements and policies and procedures as approved by the Cherry Hill Board of Education.

**TERMS OF EMPLOYMENT:** Eleven (11) months (20 days to be worked during the summer months) unless specified otherwise in the employment contract.

**SUMMARY:** The District Transition Coach supports students as they move into, through, and beyond District—focusing on academic readiness, social-emotional adjustment, and postsecondary planning. The coach collaborates with families, teachers, counselors, and community partners to remove barriers, build skills, and ensure each student has a clear, supported pathway to graduation and life after District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned at any time.*

### Student Support

1. Identify and onboard incoming/transfer students; conduct needs assessments and set individualized transition plans.
2. Provides coaching on organization, time management, self-advocacy, and goal-setting.
3. Monitors grades, attendance, and behavior; intervene early with targeted support.
4. Facilitates small-group workshops as appropriate (study skills, District expectations, career/college awareness).

## Family & Community Engagement

5. Serves as a primary contact for families during key transition points; provide plain language updates and resources.
6. Coordinates referrals to school- and community-based services (tutoring, mental health, mentoring).

## School Collaboration

7. Partners with teachers, counselors, special education/ELL teams to align interventions.
8. Supports grade transition events, orientations, and bridge programs.

## Postsecondary Readiness

9. Guides students in exploring pathways (college, CTE, apprenticeships, military, workforce).
10. Supports milestone completion (resumes, applications, FAFSA/financial aid awareness with counselors).

## Data & Compliance

11. Maintains accurate records, case notes, and reports; use data dashboards to drive decisions.
12. Measures impact (attendance gains, course completion, on track indicators) and adjust supports.

## Other

13. Participates in parent-teacher meetings and conferences as directed.
14. Maintains and continually improves personal knowledge and skills related to effective instructional strategies.
15. Participates in building and/or district level professional development committee meetings as requested.

## **PHYSICAL REQUIREMENTS:**

The duties of this job require the following physical activities: walking, sitting, standing, reaching, pulling and/or pushing, carrying, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with diverse abilities to perform the essential functions.

## **WORK ENVIRONMENT:**

Work is performed in a school/office setting with possible exposure to ordinary health and/or safety hazards common to any office environment. The noise level in this environment is usually moderate.

Cherry Hill Public Schools is an Equal Opportunity, Affirmative Action Employer committed to being a welcoming district that reflects and enacts the values of diversity, equity and inclusion. We seek candidates who will enhance our representational diversity and who contribute to diverse, equitable, and inclusive learning and working environments for our students and staff. Cherry Hill Public Schools condemns racism in all its forms and has taken an anti-racist stance that moves beyond mere statements to interrogating its policies, procedures, and practices. We hope to identify individuals who will assist in our mission to dismantle racism so that everyone has the opportunity to succeed. We encourage applications from candidates from diverse backgrounds to include women, minority groups, veterans and people with diverse abilities.

**Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

BOE Approved: