

TRANSITION SPECIALIST

TITLE: Transition Specialist

DEFINITION: Facilitate transitional services for students who are moving or at risk of moving from one academic setting to another. Develop transition or reintegration plans by setting goals, monitoring student progress, and communicating with parents and administration.

Reports to Building Principal or Principal's Designee

POLICY

RESPONSIBILITY: Develop, facilitate, and implement the process of supporting and promoting student achievement

QUALIFICATIONS:

- Minimum three years teaching experience preferred
- Training and/or experience in intervention strategies
- Skill in collecting, interpreting, and communicating data to a variety of audiences
- Ability to work as a member of a team
- Ability to use word processing, spreadsheet, and Student Information System software
- Possess excellent organizational skills
- Ability to work effectively with administrators, teachers, and students
- Demonstrate knowledge in support and intervention strategies

KEY FUNCTIONS :

A. Development of Transition Plans that include Social-Emotional, Behavioral, and Academic Intervention Plans

1. Participate in:
 - a. The development and facilitation of transition plans
 - b. The creation and implementation of short- and long-range plans based on district and state curriculum requirements, student profiles, and instructional priorities.
 - c. Identifying, selecting, and modifying evidence-based research materials to meet the needs of the students with varying backgrounds, learning styles, and special needs at all tiers.
 - d. Preparing forms, procedures, and protocols to be used to facilitate effective communication about student goals and interventions
 - e. Developing a collection of resources and materials to assist staff with the implementation of transition plans.
 - f. Preparing presentations to communicate the transition processes and supports to all stakeholders of the school community.

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B. Assessment/Program Evaluation

1. Assist in developing:
 - a. Monitoring tools to ensure the implementation of transition process
 - b. A process that allows for the collection and analysis of data to gauge effectiveness of interventions.
 - c. A procedure to communicate data to staff, parents, and students on weekly basis.
 - d. The data processes that will be used to identify students.

C. Implementation of Intervention Plans

1. Assist students with setting academic and career goals
2. Helps student reach their school-related goals by cultivating good study habits, teaching effective time management, and organizational skills, helping them prepare for college and supporting them in setting and attaining goals.
3. Facilitate services within the student's existing classes and through pull out and push in small group instruction.
4. Monitor student progress and suggest addenda to the student's Intervention Plan as necessary.
5. Communicates with parents and guardians regarding student progress
6. Provides weekly data to the principal or designee regarding progress for students on their assigned caseload.
7. Implements and monitors the social-emotional and behavioral interventions to ensure a healthy, safe, orderly school environment.
8. Monitors progress of students on caseload with check-ins, scheduled meetings, or proactive outreach and communication, responding to student, parent, and staff questions, concerns, and needs.

D. Other duties as assigned by the principal or designee.

E. Note: This position is grant funded & ends June 30, 2025