

STUDENT TRANSITION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a certificated staff member, an incumbent of this position is responsible for developing, promoting and monitoring a post-secondary service plan for students with disabilities. An incumbent assists students and their families in identifying and obtaining appropriate, available services for students transitioning from school to disability-specific adult services, as well as educating them regarding post-secondary options and services. The position is designed to create a support and advocacy system as the students navigate through multiple transitions. This position requires evening work. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists students and their families in developing a plan and in identifying and obtaining services appropriate to student needs;

Coordinates and monitors the delivery of identified services and the proper use of resources;

Advocates for students and their families with service delivery and community agencies and coordinates assessment and evaluation activities;

Assists students and their families in the application process for various services and assists in filing appeals, as necessary;

Develops programs to inform students and their families about post-secondary options and services;

Conducts initial needs assessment of program families through direct contact in the home, school or other facility as well as contact with collaborating professionals, and performs an ongoing assessment;

Prepares and maintains statistical and written records and reports regarding service coordination activities;

Participates in planning and evaluation activities related to the Transition Program;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, techniques and practices of public and private service coordination; good knowledge of the needs, characteristics and interests of special education students; good knowledge of transitional services available to special education students by public and private adult service agencies; ability to identify and analyze needs of students with disabilities and their families; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to keep and maintain accurate records and reports; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; sound judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five (5) years of experience where the primary function of the position was counseling or educating individuals with special needs or families with a special needs member.

SUBSTITUTION 1: A Bachelor's Degree* in Special Education, Social Work or a closely related field may substitute for one (1) year of the required work experience.

SUBSTITUTION 2: A Master's Degree* in Special Education, Social Work or a closely related field may substitute for two (2) years of the required work experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S514