

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**TRANSITION TEACHER COORDINATOR**

**Job Purpose**

Assists in supporting the teaching, Work Based Learning (WBL) experiences, and data reporting needs of Special Education Transition Services teachers who support students with disabilities in grades 8 through 12 to age 22.

**Reports to**

Receives administrative and technical direction from the District Office of Transition Services coordinator.

**Subordinates**

Provides technical direction to Special Education Teacher, Transitions Services.

**Functions**

Essential Functions

1. Provides technical direction, professional development, and support in the coordination of transition assessment, instruction, work-based learning, and services to transition teams, including development of Individual Transition Plans (ITPs).
2. Collects, maintains, and analyzes District data and transition documentation to develop reports on students with disabilities receiving transition services .
3. Implements District guidelines, programs, and procedures to provide compliant transition planning and service delivery for students with disabilities.
4. Represents the District Office of Transition Services at Individualized Education Program (IEP) meetings throughout the District .
5. Serves as liaison between District, school-site, and community agencies.
6. Interfaces with parents related to the dissemination of transition related materials and addressing parent concerns.
7. Participates in activities related to the Division of Special Education's Modified Consent Decree (MCD), particularly Outcome 4.
8. Participates in and assist in the preparation of meetings and in-service activities with District Transition Partnership Program (TPP) staff and Department of Rehabilitation (DOR) counselors
9. Assists District Transition Partnership Program (TPP) staff in providing meaningful work-based learning opportunities for Department of Rehabilitation (DOR) students/clients.
10. Plans and assists in providing training for staff to ensure accurate delivery of instruction, services, and data collection
11. Supports the WBL experiences by supporting teachers in the work application completion, student work support, and timesheet collection.
12. Supports the activities of moderate to severe transition programs at the Centers for Advanced Transition Skills (CATS) and Career and Transition Centers (CTC).
13. Supports and assists in resolving due process cases related to transition.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties in accordance with the District-UTLA Agreement.

## **Qualifications**

### Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of transition services for students with disabilities.
2. Knowledge of the application of transition assessment and planning for students with disabilities
3. Comprehensive understanding of the development of the Individualized Education Program (IEP) including the Individual Transition Plan (ITP).
4. Knowledge of best practices in the instruction of students with disabilities.
5. Excellent interpersonal, oral and written communication skills.
6. Ability to use technology as a management and instructional tool.
7. Understanding of strategies and approaches to support the instructional and behavioral development of students with disabilities.
8. Ability to communicate effectively with individuals and groups
9. Ability to make formal, public presentations to small and large groups.
10. Ability to modify instruction to meet student needs.

### Experience

#### *Required*

At least five years of successful certificated teaching experience with no less than three years of teaching experience in a special education setting.

#### *Desirable*

Successful secondary teaching experience supporting transition programs or services.

### Credential

1. A valid California special education teaching credential must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. EL Authorization.

### Status

Permanent certificated employee of the Los Angeles Unified School District.

### Special Requirements

A valid California Driver License and the use of an automobile.

*NOTE: This is a Special Services (D) Table Classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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