

Los Angeles Unified School District
Division of Special Education
August 6, 2004

TRANSITION SERVICES TEACHER
DISTRICT OFFICE OF TRANSITION SERVICES

Preparation Salary Table, J basis at single track schools, and S basis at year round schools
(plus Z time at District discretion)

The Modified Consent Decree and Division of Special Education's *Strategic Plan* calls for providing appropriate and meaningful transition activities to post-secondary work, educational programs, and life activities for all students with disabilities ages 14-22. The District Office of Transition Services through the Division of Special Education's Transition Initiative will coordinate the planning, delivery, and monitoring of transition services for all students with disabilities ages 14-22.

Under the supervision of the Specialist, District Office of Transition Services, the Transition Services Teacher:

- Participates as a member of the District Office of Transition Services team
- Facilitates and conducts transition assessment, services, and activities for transition age students
- Implements legal mandates and District guidelines to provide compliant transition planning and service delivery
- Collaborates with Transition Resource Teacher and other appropriate school personnel to facilitate compliant transition services and activities
- Conducts meetings, workshops, and/or staff developments on transition services
- Assists classroom teachers to provide families of students with transition planning tools
- Provides data on students with disabilities receiving transition services
- Utilizes technology to maintain accurate records
- Trains school staff to ensure accurate and compliant IEP/ITP's
- Other duties as assigned

Minimum Requirements:

- Permanent District Status
- Three years successful teaching experience with secondary students in schools
- Valid California teaching credential
- Ability to travel to a variety of sites during the working day

Desired Qualifications and Experience:

- Experience in secondary special education or special education related activities
- Knowledge of transition services for students with disabilities
- Excellent interpersonal, oral and written communication skills
- Ability to use technology as a management and instructional tool

APPLICATION DEADLINE: FRIDAY, AUGUST 20, 2004, 4:00 P.M.
(FAXED MATERIALS WILL NOT BE ACCEPTED)

Application Procedure:

Interested candidates should submit a current resume (including employee number, if applicable), letter of interest, two letters of recommendation, one from your current supervisor. Applicants are advised that meeting the minimum requirements does not guarantee an interview. Please submit applications to:

Russell Ung, Coordinator
Division of Special Education
District Office of Transition Services
333 South Beaudry Avenue-17th Floor
Los Angeles, CA 90017
(213) 241-8050

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.