

LOS ANGELES UNIFIED SCHOOL DISTRICT

June 20, 2006

Division of Special Education

SPECIALIST, TRANSITION SERVICES

Temporary Advisor (0515) – MST 37G – A Basis

The District Office of Transition Services coordinates the planning, delivery and monitoring of transition services for all students with disabilities beginning at age 16.

Duties and Responsibilities:

Under the supervision of the Administrator, District Office of Transition Services, the duties include but are not limited to:

- Participate as a member of the District Office of Transition Services leadership team.
- Provide supervision, technical direction, and support in the coordination of transition assessment, instruction, and services to transition teams, including development of ITPs.
- Provide technical support in connecting standards-based instruction and transition services.
- Collect, provide, and analyze data and reports on students with disabilities receiving transition services.
- Implement District guidelines, programs, and procedures to provide compliant transition planning and service delivery for students with disabilities.
- Assist transition teachers in the identification of appropriate educational program planning.
- Implement District guidelines, programs, and procedures to provide compliant transition planning and service delivery for students with disabilities.
- Assist in the development, implementation and presentation of staff development.
- Collaborate with District offices, interagency partners, and community partners.
- Coordinate and evaluate of certificated personnel.
- Act as liaison to Support Unit Administrators, Schools, and the Division of Special Education.

Minimum Requirements: *(All minimum requirements must be met on or before the filing deadline. It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Administrative Selection and Assignment Unit.)*

- Five years of successful full-time public school certificated experience
- Valid California Administrative Services Credential
- Earned Master's degree
- Completion of multicultural and Bilingual Master Plan Requirements
- Ability to travel to various sites throughout the district

Desired Qualifications and Experience:

- Experience in schools, departments, or agencies that support students with disabilities in transition to adult living activities
- Experience in secondary special education or special education related activities
- Knowledge of the legal requirements regarding transition services for students with disabilities
- Knowledge and experience with secondary instruction and career and technical education methods, models, and curricula
- Excellent oral and written communication skills
- Experience in organizing and presenting professional development
- Expertise in the use of technology as a management and instructional tool

DEADLINE: Friday, July 7, 2006 – 5:00 P.M.

(FAXED MATERIALS WILL NOT BE ACCEPTED)

Application Procedure:

Interested candidates should submit a current resume (including employee number), letter stating why you believe you are qualified for this position, and three letters of recommendation for this position, including one from the current supervisor. Applicants are advised that meeting the minimum requirements does not guarantee an invitation to interview.

Please submit applications to:

Dr. Susan Tandberg, Administrator
Division of Special Education
District Office of Secondary Instruction and Transition Services
333 South Beaudry Avenue – 17th Floor
Los Angeles, CA 90017
(213) 241- 8050