

LOS ANGELES UNIFIED SCHOOL DISTRICT
September 16, 2005

Division of Special Education

COORDINATOR, TRANSITION AND SECONDARY INSTRUCTIONAL SERVICES
Temporary Advisor (0515) MST 40G - A Basis

The Coordinator, Transition and Secondary Instructional Services, will coordinate the planning, delivery, and monitoring of instructional programs and 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:

- Provide leadership, supervision, technical direction, and support to secondary instructional teams and transition services personnel
- Participate as a member of the District Office of Transition Services leadership team
- Provide direction and support in connecting standards-based instruction and transition services
- Coordinate transition services provided through classroom instruction, related services, community experiences, and other District offices
- Negotiate linkages with community-based service systems necessary to meet transition goals for students with disabilities who present with a variety of developmental strengths and needs
- Develop and maintain effective interagency agreements which benefit students in transition
- Identify data requirements for monitoring progress of outcomes related to academic achievement, transition planning, and service delivery for inclusion in the District's Integrated Student Information System
- Use data to analyze trends in employment, other adult services, and related areas which have implications for transition planning and service delivery for District students
- Provide other functions as necessary to achieve and maintain compliance with mandated instruction and transition requirements of the law for students with disabilities 16 and older

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 & Assignment Unit.)

- Five years successful full-time public school experience teaching secondary students in schools, with no fewer than two years as an administrator
- Valid California Administrative Services Credential
- Master's degree
- Completion of required multicultural education and Bilingual Master Plan coursework
- Ability to travel to various sites during the school day

Desired Qualifications and Experience:

- Knowledge of secondary instruction and secondary programs
- Successful experience in special education or special education related activities
- Knowledge of special education laws/ regulations and Modified Consent Decree outcomes related to the provision of instruction and transition services for students with disabilities
- Successful experience in organizing and presenting professional development to small and large groups
- Successful experience supervising personnel and providing leadership
- Excellent interpersonal, oral and written communication skills
- Expertise in the use of technology as a management and instructional tool and ability to analyze data

APPLICATION DEADLINE: September 30, 2005 – 5:00 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 stating why they believe they are qualified for this position, and three current letters of recommendation, including one from the immediate supervisor. Applicants are advised that meeting the minimum requirements does not guarantee an invitation to interview. Please submit applications to:

Susan Tandberg, Administrator
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.