

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education
February 24, 2006

TRANSITION COORDINATOR
Work Based Learning Programs

Special Services Salary Table 34D, (8 hour work day), A Basis

The Individuals with Disabilities Education Act calls for providing appropriate and meaningful transition activities to post-secondary work, educational programs, and life activities. The District Office of Transition Services will coordinate the planning, delivery, and monitoring of transition services for all students with disabilities beginning at age 14.

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 team
- Provide technical direction and support in the coordination of assessment, instruction and services to transition teachers
- Collect, maintain, and analyze district work-based learning data
- 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
- Present and coordinate staff development programs
- Utilize technology programs to maintain accurate records and prepare reports
- Plan for and assist in training staff to ensure accurate data collection
- Facilitate and oversee interagency agreements, contracts, and grants
- Act as liaison between transition teachers, site level staff, agencies, departments, and Transition Office administrators

Minimum Requirements:

- Applicants must have five years experience working with secondary students in schools, departments, or agencies that support students with disabilities in transition to adult living activities
- Applicants must have a valid California credential authorizing middle or senior high school experience
- Ability to travel to various sites throughout the District during the school day

Desired Qualifications and Experience:

- Expertise in use of technology for data collection
- Experience in special education or special education related activities
- Knowledge of transition services for students with disabilities
- Knowledge of the unique needs of students with severe disabilities
- Ability to communicate effectively with individuals and groups
- Experience in organizing and presenting professional development to small and large groups
- Experience as a teacher, or with an agency or department supporting transition programs or services
- Excellent interpersonal, oral, and written communication skills
- Expertise in the use of technology as a management and instructional tool

APPLICATION DEADLINE EXTENDED TO: Friday, March 17th, 2006 – 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, and three letters of recommendation, including one from your current 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.