

**Los Angeles Unified School District  
Division of Special Education**

January 13, 2006

**TRANSITION SERVICES TEACHER  
DISTRICT OFFICE OF TRANSITION SERVICES**

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

**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:**

- Provides instruction in transition related skills
- Participates as a member of the District Office of Transition Services team
- Facilitates and conducts transition assessments, 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:**

- 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, January 27, 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 two letters of recommendation, 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-17<sup>th</sup> 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.*