

**Los Angeles Unified School District**  
**Division of Special Education**  
April 16, 2007

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

Preparation Salary Table, J basis , Class Code: 0757  
(plus Z time at District discretion)

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

**Under the supervision of the Administrator, District Office of Transition Services, the Transition Resource Teacher:**

- Participates as a member of the District Office of Transition Services Team
- Provides instruction to students with disabilities related to successful work-based learning experiences
- Facilitates community linkages for students ages 16 and older
- Coordinates and/or conducts nondiscriminatory assessments necessary to determine eligibility and access to various community agencies or services
- Provides counseling to students with disabilities in work/career pathways
- Assists students with information and enrollment in work-based learning experiences
- Plans career exploration activities for students with disabilities
- Provides orientation to students with disabilities, families, Transition Services Teachers, and school staff identifying local community resources
- Generates, organizes, and maintains appropriate transition documentation
- Collaborates and participates in school site professional development related to transition services and instruction
- Other duties as assigned

**Minimum Requirements:**

- Three years successful teaching experience in middle school or high school programs
- Valid California teaching credential
- Ability to travel to a variety of sites during the working day
- Ability to work flexible hours as needed

**Desired Qualifications and Experience:**

- Teaching experience in special education, career vocational education, or industrial arts
- Excellent interpersonal, oral, and written communication skills
- Ability to plan, organize, and prioritize
- Knowledge of special needs populations
- Ability to use technology as a management and instructional tool

**APPLICATION DEADLINE: FRIDAY, May 18, 2007, 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:

**Dr. 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.*