

JOB TITLE: GRANT RESOURCE TEACHER FOR TRANSITION

JOB DESCRIPTION:

This employee is responsible for planning, developing, and coordinating transition services for special populations.

Duties of this position include but are not limited to:

1. Planning:
 - a. Planning, coordinating and monitoring agency collaboration.
 - b. Planning work evaluation activities.
 - c. Participating in the development and implementation of district activities related to the Florida Strategic Plan for Transition.
 - d. Participating in the development and implementation of district procedures for transition.
 - e. Participating in the application for and implementation of appropriate state and federal grants related to transition.
 - f. Monitoring federal and state funded projects related to transition.
 - g. Monitoring, and evaluating Transition Individual Educational Plans.
 - h. Planning procedures for the collection of data for required state, district, and federal reports
 - i. Assisting with planning for Partners in Transition and interagency council activities
 - j. Assisting with development and implementation of the FAPE 22 program.

2. Coordinating:
 - a. Coordinating and monitoring agency collaboration activities and requirements.
 - b. Coordinating and monitoring comprehensive work evaluation activities.
 - c. Assisting high school ESE teachers in the development and implementation of quality transition IEPs.
 - d. Developing and monitoring mentoring and job shadowing activities for ESE students.
 - e. Coordinating development of a transition manual and distribution of transition information to parents, students, teachers, and other staff members.
 - f. Developing and implementing transition workshops for teachers and parents.
 - g. Developing and updating content for a transition web site for teachers, parents, students, and agencies.
 - h. Collaborating with agencies and postsecondary education programs to provide transition activities and procedures for students, parents, and teachers.

3. Evaluating and Reporting:
 - a. Evaluating transition programs for ESE students based on state, district, or federal criteria.
 - b. Preparing and submitting reports regarding transition services for ESE

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- c. students as required by local, state, federal, and educational agencies.
- c. Monitoring and submitting required reports for grant proposals and projects related to transition.
- d. Monitoring compliance with necessary student transition forms, records, and

- e. activities.
Planning and implementing student follow-up activities to help determine transition program needs.
4. Public Relations:
- a. Assisting with providing information to community groups, parents, and agencies regarding ESE programs.
 - b. Conferring with ESE teachers, agency representatives, and community groups as requested.

REQUIRED QUALIFICATIONS:

- a. Bachelor's degree
- b. Valid Florida Certification in any exceptional student education field
- c. Classroom teaching experience

DESIRED QUALIFICATIONS:

- a. Master's degree or above
- b.. High school ESE classroom teaching experience