

Telephone: 906-863-5665



Fax: 906-863-7776

JOB POSTING

POSITION: Transition Coordinator/Job Coach

QUALIFICATIONS: Must meet the Michigan Department of Education requirements for Transition Coordinator. Minimum of 3 years of satisfactory teaching experience in special or vocational education at the secondary level; or a minimum of 3 years of satisfactory employment providing transition-related services to individuals with disabilities between the ages of 12-26 years.

APPLY TO: Attn: Janene Salewsky
Menominee County Intermediate School District
1201 – 41st Avenue
Menominee, MI 49858
careers@mc-isd.org

DATE POSTED: April 20, 2017

DEADLINE TO APPLY: May 12, 2017

E.O.E.

Telephone: 906-863-5665



Fax: 906-863-7776

Transition Coordinator & Job Coach

QUALIFICATIONS:

Meet Michigan Department of Education requirements for Transition Coordinator;
Minimum of three years satisfactory employment providing transition related services to individuals with disabilities between the ages of 12-26.

REPORT TO:

Director of Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Demonstrate knowledge of Transition grants and manage requirements of the transition services. This includes writing the grant application and completing all reports in cooperation with the ISD business manager and program monitor

Provide transition services to MC-ISD and LEA students

Conduct job coaching, on site supervision and evaluation of students

Coordinate transition services with stakeholders

Serve as primary staff liaison with Michigan Rehabilitation Services, making student referrals as appropriate and assist students, families and teachers in understanding post high school options

Provide technical assistance to LEA's, including personal curriculum and 504 guidance

Oversee work experience program and job coaching services provided by the MC-ISD

Attend IEP, student study and student staffing meetings to provide support to schools, students and families in identifying post secondary goals, service needs and resources

Establish and maintain contact with local employers

Conduct readiness activities including: application and interview process, interest inventory, etc

Collaborate with the MC-ISD program monitor to collect state performance plan transition data and support the collection of graduation follow up surveys, CIMS data reporting, etc

Facilitate all transition programming for eligible students

Coordinate transportation to job sites with district or MC-ISD transportation supervisor

Network with appropriate community agencies to foster and enhance transition opportunities for students

Ensure the IEP Team develops and implements the transition outcomes, instructional areas and service needs

Develop and maintain a working relationship with community agencies which provide post secondary services for students with disabilities

Serve as a resource for students and families accessing transition services as well as provide information and education regarding transition services

Represent MC-ISD at Michigan State transition meetings

Accurate documentation of all services provided to students

Align goals and objectives from the LEA/ISD team process to meet student needs

Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects and maintain a flexible attitude.

Serves as a member of the Individual Educational Planning Team to assist in the placement and development of the IEP

Upon request, provides professional learning and consultative services to local educational staff

Perform other duties as assigned

REQUIREMENTS:

- Maintain confidentiality
- Possess valid driver's license
- Daily travel
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels
- Excellent verbal and written skills
- Ability to multi task
- Ability to carry out duties as assigned
- Ability to complete assigned tasks without supervision
- Ability to use technology to complete work assignments
- Practice safe work habits
- Adapt to frequent changes in work environment
- Carry out the mission and values of the MC-ISD

TERMS OF EMPLOYMENT:

200 days, 8 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board Policy on evaluation of professional personnel.

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665.