

**SPECIAL EDUCATION
DISTRICT TRANSITION COORDINATOR
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: Oversees MSD Wayne Township Transition IEPs and related programming.

PERFORMANCE RESPONSIBILITIES:

1. Ensures the participation of staff members as required by Article 7.
2. Trains special education staff in the areas of progress monitoring and transition planning.
3. Coordinates the transition planning process and supervises the delivery of school based transition services.
4. Ensures the participation of transition providers, as appropriate, to the needs of the students.
5. Provides supervision and monitoring to ensure compliance with provisions of Article 7 for all IEP related areas.
6. Provides information to parents to prepare them for transitions in educational programming.
7. Ensures the completion of the one year postgraduate follow-up student.
8. Serve on the MSD Wayne Township Office of Special Services team to review and update Life Skills Curriculum.
9. Represents MSD Wayne Township on local and statewide committees on related to special services.
10. Supports, through technical assistance, any grants directed toward special education services including, but not limited to, the Employability Grant.
11. Develops and implements a school to work transition program for students with mild cognitive disabilities.
12. Supervises extracurricular activities as assigned by the principal.
13. Serves on Ben Davis High School Principal's cabinet.

14. Perform such other tasks and assumes such other responsibilities as the superintendent or his or her designee may assign.

Revised June 2016