

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Special Education Adult Transition Teacher	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director of Adult Transition Services	<b>Date Revised:</b>	5/25/18
<b>Dept./School:</b>	Special Education / Adult Transition Center		

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**Primary Purpose:**

Provide adult students (ages 18-22) receiving special education services with instruction, guidance, training, coaching, and opportunities to gain community access, independent living skills, and employment opportunities to facilitate the successful transition to adult life after public school.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree

Special Education Certification

VAC Certification (preferred) or willingness to obtain 60 hours of transition training over a three year period toward VAC Certification

Valid Texas Driver's License

Driving record that is insurable with Plano ISD's insurance carrier

**Special Knowledge/Skills:**

Ability to work well with young adults with disabilities

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Demonstrated ability to be a positive team member

Willingness to transport students in district owned vans

**Major Responsibilities and Duties:**

Collaborate with students, parents and other members of the staff to develop an Individualized Education Program (IEP) through the Admission, Review and Dismissal (ARD) Committee process for each student assigned

Collaborate with Special Education Administration and campus staff in planning and implementing instructional goals, objectives, and methods according to district requirements

Using research-based practices, provide instruction with well-developed lesson plans and materials addressing IEP goals, including Community-Based and Social Skills instruction

**Job Title:** Special Education Adult Transition Teacher

Provide instruction to prepare students for vocational opportunities in the Center and in the Community

Assist in the selection of instructional materials and equipment

Develop and maintain a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students

Manage student behavior in the classroom and in the community; administer discipline according to Board policies, administrative regulations, and IEP

Assess student's learning styles and use results for instructional activities

Use technologies in the teaching/learning process

Consistently assess student achievement through data collection

Provide or supervise personal care, medical care and/or feeding of students as needed

Assume responsibility for community based activities as assigned

Present a positive role model for students that supports the mission of the school district

Provide job coaching for students in volunteer and paid employment positions

Provide consultation to parents and employers on implementing strategies designed to assist the student

Build employer relations and job development in the community

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Plan and supervise purposeful assignments for teacher assistant(s) and/or volunteer(s)

Establish and maintain open lines of communication with students and their parents

Maintain a professional relationship with all colleagues, students, parents, and community members

Supervise students during transitions, arrivals, and departures from campus

Keep the Center's Director and Team Leaders fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used in the classroom

Promote professional improvement through reading educational journals and books, exploring transition/educational research, and participating in staff development activities

Keep informed of and comply with state, district, and school regulations and policies for classroom teachers

Compile, maintain, and file all reports, records, and other documents required

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Job Title:** Special Education Adult Transition Teacher

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

**Supervisory Responsibilities:**

Supervise assigned teacher assistant(s)

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; may be required lifting and positioning students; controlling behavior through physical restraint; assisting non-ambulatory students

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 05-25-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_