



Albert Einstein Academy of Ohio

Tuition Free, Public Community Schools K-12

Lakewood, North Olmsted, and Strongsville

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www.aeaohio.org

*Kristen H. Thomas, M.S.
Superintendent of Schools*

Job Description

Albert Einstein Academy of Ohio, Inc.

Transition Coordinator

Board adopted April 2020

Performance Responsibility:

The Special Education Transition Specialist is responsible for informing, implementing, expanding and monitoring transition services for students with disabilities. This includes planning for transition to post-secondary independence and designing thoughtful transition between grades. The specialist implements a coordinated set of activities to move students with disabilities to successful outcomes in post-secondary employment, education, training, independent living, and community involvement through collaboration with school personnel, students, families, community partners, post-school service providers, governmental agencies, and employers. Essential functions of the job may include but are not limited to the following:

- Supports schools in maintaining a focus on inclusive practices and developing and implementing IEPs and transition plans that facilitate the acquisition of post-secondary education, career, and independent living outcomes
- Ensures relevant resources and information pertaining to post-secondary outcomes reach students, families, and school personnel
- Attends IEP meetings as needed
- Supports schools in developing structures promoting student, school and family involvement in the transition planning process
- Collaborates with external stakeholders, inclusive of city and state agencies, community agencies, post school service providers, university partners, and other organizations to identify school and community-based transition supports
- Maintains accurate student records; responsible for assigned data collection to inform decision making
- Participates in staff development activities and conferences in order to maintain professional growth

Education and experience

- Bachelor's Degree
- Current valid Ohio teaching license as Intervention Specialist
- Knowledge of State Standards and Extended Standards
- Successful completion of a background check
- Ability to work well under pressure as well as effectively prioritize and execute tasks to meet deadlines consistently.
- Understanding and ability to manage confidential information
- Exemplary written and verbal communication skills
- High ethical standards with personal integrity with the ability to convey a positive public image.
- Cultural sensitivity and responsiveness.
- Ability to work on accomplishing multiple goals simultaneously.
- Strong interpersonal and communication skills.
- Effective communicator (oral, written, using communication tools such as texting, email).

Essential Job Functions:

- Must be able to travel between district facilities when scheduled to do so
- Must be able to lift 25lbs.
- Must be able to function in a typical school setting.
- Mobility within the school including movement from floor to floor.
- Travel via car may be required to perform this job.

- Must be able to work more than 40 hours per week when school or district needs warrant
- Must be able to access information using a computer.
- Effectively communicate, both up and down the management chain.
- Effectively cope with stressful situations
- Strong mental acuity
- Regular, dependable attendance and punctuality are essential functions of this job.
- Other essential functions and marginal job functions are subject to modification.

Equal employment opportunity:

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition, genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.