

REGIONAL TRANSITION SPECIALIST (BOCES#2)

GENERAL STATEMENT OF DUTIES: Coordinates transition services and activities for special education students; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position acts as liaison between Board of Cooperative Education Services (BOCES), School Districts, and public and private adult service agencies to coordinate and network post-secondary transition services for special education students. Transitional services include alternative residence, job placement, training, community participation, etc. that assist students to prepare for post-secondary life activities. The incumbent identifies gaps in service and promotes a forum to focus on development of activities and programs to streamline the transition process. The incumbent reports directly to and works under general supervision of a certificated staff member. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates with other transition specialists from seven-county area BOCES agencies and other school districts to promote positive, post-secondary outcomes for students with special needs;

Links students with appropriate services by coordinating with public and private adult service agencies;

Works cooperatively with local Special Education Training and Resource Center to develop and implement training in transition issues;

Researches, identifies, develops and submits grant applications to obtain State funding;

Prepares written reports and correspondence, as required;

Maintains records and documentation of work activities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the needs, characteristics and interests of special education students; good knowledge of transitional services available to special education students by public and private adult service agencies; good knowledge of the techniques of program development and public relations; ability to analyze needs; ability to plan, develop and implement programs; ability to develop and promote transitional services with public and private agencies; ability to develop and implement training for transitional

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued)
issues; ability to research and develop grant proposals; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Special Education, Social Work or related field and (a) three (3) years experience working with community service groups, agencies, schools or camps which focus on individuals with special needs; or (b) a Master's degree * plus and two years of experience as defined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Possession of credits towards a Master's Degree may be substituted at the rate of 30 credits per year for up to two years of the required experience.

*Note: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

