



Teacher - Student Support Services (SSS) Transition Coach

Job Overview

The job of Teacher – SSS Transition Coach was established for the purpose of assisting a Vocational Rehabilitation (VR) counselor or Transition Case Managers with teaching occupational related skills to Vocational Rehabilitation eligible applicants or potentially eligible secondary students with the goal of students having a successful transition from high school to post-high school career development and/or employment.

This position reports to the Curriculum Specialist - Student Support Services High School & Transition.

Job Functions

- Upon receipt of parental permission, gathers and organizes school records including but not limited to Individualized Education Plans (IEP), eligibility reports, medical records, evaluations, assessments, etc.) to complete the eligibility process.
- Assists in scheduling, coordinating, and completing evaluations needed for the eligibility process (vocational, assistive technology, etc.).
- Teaches occupational related skills to Vocational Rehabilitation eligible applicants or potentially eligible secondary students.
 - Prepares students for Work Based Learning/Work Adjustment Training (making sure they have a photo ID, wardrobe guidance, transportation, etc.) and communicate any reported/observed needs to the VR Counselor.
 - Provides job readiness activities in both group and individual settings.
 - Conducts independent living, hygiene, and grooming training in both group and individual settings.
 - Monitors attendance and behavior of student to ensure progress toward measurable post-secondary and/or employment goals.
 - Provides asset development training to students.
 - Provides in-depth Career Exploration activities in both group and individual settings.
 - Gathers and informs students of job leads and available internships.
- Keeps VR Counselor, Transition Case Manager, and other staff as appropriate apprised of work activities, progress, issues and/or challenges.
 - Informs VR Counselor and Transition Case Manager of any problems and/or complaints.
 - Provides and collect student progress monthly.
 - Receives referrals from Local Education Agencies (LEA) and informs Vocational Rehabilitation Counselor and/or Transition Case Manager.
 - Contacts clients in post-secondary education placements to ensure clients are progressing and meeting all required milestones and benchmarks. Notify VR Counselor of any issues.
- Provides basic information about Vocational Rehabilitation to parents and students.
- Prepares for and attends student meetings in the absence of the Vocational Rehabilitation Counselor and/or the Transition Case Manager.
- Helps develop and assist with summer workshops (if applicable).
- If students are placed in a paying position, provides job retention services when needed.
 - Meets monthly and as needed, to review cases with the regional Pre-Employment Transition Services (ETS) specialist.
 - Partners with regional Tennessee Rehabilitation Center employment specialists who work with employers to accommodate tasks if needed for WCS students.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Travel

This job requires frequent traveling within the district, usually multiple times per day.

Working Environment

The job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 33% sitting, 33% walking, and 33% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Two years of experience in teaching or services to individuals with disabilities.

Minimum education: Bachelor's degree in a related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Working knowledge of transition legislation, transition service requirements, and implementation strategies.
- Working knowledge of transition documentation requirements.
- Knowledge of Williamson County Schools Board of Education Policies and Procedures.
- Knowledge of work-based learning.
- Skill in setting goals and objectives.
- Skill in problem determination and resolution.
- Ability to demonstrate creativity in developing methods of teaching job tasks and modifying processes to accommodate student barriers to employment or participation in post-secondary education.
- Ability to communicate with staff, administrators, students, teachers, parents, and community partners
- Ability to read and interpret a range of manuals and documents.
- Ability to schedule activities and work with a wide diversity of individuals.
- Ability to gather, collate and organize data into reports and maintain accurate records.
- Ability to train others.
- Ability to work collaboratively with multi-disciplinary teams
- Ability to work collaboratively with agency representatives and community partners as part of the coordinated set of activities requirement in transition services.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: Maintain Licensure

Required Certificates and/or Licenses: Teachers Certification and/or License

Clearances: Criminal Justice / Background Clearance

FLSA Status: Exempt

Employee Type: Certified

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