



# NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: June 10, 2019

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- TITLE:** Transition Coach
- REPORTS TO:** High School Principal and the Director of Special Education
- SUPERVISES:** N/A
- TERM:** 10 months
- Qualifications:**
- Organization Skills
  - Effective decision-making skills
  - Effective verbal and written communication skills
- JOB GOAL:** To provide support services for all aspects of the Transition Program in the provision of services to students, in particular through every phase of job placement, training, and maintenance of employment.
- EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## PERFORMANCE RESPONSIBILITIES:

Job Description: Transition Coach

1. Arrives at designated job site according to the established work schedule and adheres to the established work schedule.
2. Communicates and works cooperatively with teachers, students, parents, district personnel, and appropriate agency members to meet student needs.
3. Attends and participates in meetings and trainings as required.
4. Responds positively to supervision and suggestions for improvement.
5. Understands and maintains confidentiality in all matters.
6. Performs other duties as assigned by the Supervisor of the program, teacher, and/or any other professional staff.
7. Implements instructional plan as designated by teacher.
8. Implements behavior support plans as designated by teacher.

9. Follows the established daily classroom and students' schedules.
10. Provides teacher with data and continuous feedback concerning student progress, student behaviors, and incidents.
11. Assists in setting up and maintaining an orderly classroom environment.
12. Orients and assists the substitute teacher/associate teacher when staff is absent.
13. Strives to understand students' feelings and behaviors and responds appropriately.
14. Supports and/or accompanies students in teacher-planned school and community activities.
15. Assists students in orderly, safe, and efficient transition between activities with attention to special students' needs.
16. Provides direct supervision and training of students in aspects related to transition such as travel instruction, interviewing skills, job search skills.
17. Assist the classroom teacher in other duties that are assigned

#### **APPLICATION PROCEDURE**

Submit an application that is found at:

<http://haywoodschoools.com/haywood-county-schools/employment/>

or send a resume to Toni Eubanks at: [toni.eubanks@hcsk12.net](mailto:toni.eubanks@hcsk12.net)

Haywood County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.