

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, Pennsylvania 18045-7899

POSITION DESCRIPTION

Position:	Transition Coach
Qualifications:	<p>Highly Qualified Para educator: Completed two years of study at an institution of higher education (completed 48 credits) or obtained an associate's (or higher) degree or met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics</p> <p>Experience in working with children Effective written and oral expression Ability to attend to students' daily living needs (bodily fluids, diapering, toileting, grooming) Ability to provide appropriate restraint Frequent standing, walking, reaching, bending, climbing stairs/steps, sitting, lifting, carrying, pushing, pulling, kneeling, crawling and squatting Driving when needed *Early Intervention Associate Teachers must meet "highly qualified" para educator criteria in order to be considered for a position in a school age program</p>
Reports To:	Supervisor of Special Education
Location:	Any location in Colonial Intermediate Unit 20 as assigned
Job Goal:	Provides 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.

Essential Duties and Responsibilities:

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, IU staff, 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. Dresses appropriately according to CIU 20 and district guidelines.
8. Implements instructional plan as designated by teacher.
9. Implements behavior support plans as designated by teacher.
10. Follows the established daily classroom and students' schedules.
11. Provides teacher with data and continuous feedback concerning student progress, student behaviors, and incidents.
12. Assists in setting up and maintaining an orderly classroom environment.
13. Orients and assists the substitute teacher/associate teacher when staff is absent.
14. Attends to students' daily living needs including personal hygiene, bodily fluids, diapering, toileting, and grooming.
15. Uses universal precautions when dealing with bodily fluids in order to maintain a safe, healthy environment.
16. Physically lifts up to 40 lbs. without assistance and/or assists any student as required by students' physical needs.
17. Assists students with eating and drinking when necessary.
18. Assists in non-violent crisis intervention and provides appropriate restraint when necessary.
19. Strives to understand students' feelings and behaviors and responds appropriately.
20. Contributes toward the development and maintenance of an environment which is non-threatening, safe, and nurturing, and where the students feel respected, accepted, and welcomed.
21. Proctors testing situations for students as requested.
22. Supports and/or accompanies students in teacher-planned school and community activities.
23. Assists students in orderly, safe, and efficient transition between activities with attention to special students' needs.
24. Assists the teacher with classroom management and assumes temporary coverage to ensure students' safety when the teacher's schedule is interrupted or an emergency occurs.

25. Monitors field trips, playground activities, testing situations, and pupil activities during periods of free, independent study, or teacher-directed work.
26. Accompanies and assists students on and off school buses and vans.
27. Assists with record keeping.
28. Operates classroom and office equipment.
29. Assists in securing, preparing, collecting, and inventorying teaching equipment and materials.
30. Collects school related materials/funds when necessary.
31. Performs functional vocational and informal transitional assessments.
32. Coordinates and maintains work experience/employment placement records for each student.
33. Submits work experience progress reports on an established basis, i.e., quarterly evaluations, ER/IEP inputs to Case Manager(s).
34. Maintains existing work experience opportunities and cultivates relationships with existing employers.
35. Provides direct supervision and training of students at work experience/employment site.
36. Coordinates activities with employer/supervisor at work experience site.
37. Provides direct supervision and training of students in aspects related to transition such as travel instruction, interviewing skills, job search skills.
38. Develops work sites to support students in their vocational training.

This job description no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Term of Employment:

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

12/04