



Transition and Community Engagement Coordinator

Job Description

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Date Revised : 7/09/2024

Reports to: Core Leadership Team

Classification: Exempt Employee

Job Summary:

The transition and community engagement coordinator assists students with disabilities and their families in obtaining services necessary to transition from high school to a post-secondary setting, whether for education, employment, or long-term support.

Supervisory Responsibilities:

- The transition and community engagement coordinator works in tandem with the LBS1 transition teachers as well as the transition and community specialist. The coordinator may facilitate tasks of the other transition employees and provide oversight for team meetings.

Program Overview:

- Transition programming provides education, employment skill development, and independent living coaching for students ages 14-22.
- This takes place within the larger private therapeutic day school setting which serves students aged private therapeutic day school, ages K-22.
- Instruction is practiced in self-contained classroom settings, community settings, and within a structured alternative skills center.
- The organization integrates related services and emphasizes expressive therapies in the areas of art, music, and recreation.

Essential Duties and Responsibilities:

- Facilitate, revise, and supervise instructional programming.
- Communicate with stakeholders regarding student needs, goals, and progress toward mastery of skills.
- Develop curricular structures, community partner, industrial and vendor relations.
- Coordinates transition activities for community readiness.
- Facilitates referral, application, and eligibility process for students and families to adult service providers.
- Assist with alignment of the transition continuum of services.
- Writes person centered plans connected to student client IEPs ensuring coordination of stakeholders for implementation.

Other Duties: This job description is not designed to contain a comprehensive listing of responsibilities required of the employee. Duties, responsibilities and activities may change and/or be added at any point in a school year.

Job Details:

- Full-time, in person, salary position with benefits*
- Monday – Friday 8:00 AM- 3:30 PM
- Follows academic calendar plus summer school session (ESY)

Required Education/Experience & Licensure/Certifications

Disclaimer: Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of human resources.

- Bachelor's degree in education from a 4-year college or university (required)
- LBS1 special education teaching license and/or general education license with LBS1 endorsement (required), specific transition coursework (preferred)
- Relevant 3 years experience teaching in a special education classroom (preferred)
- Supervisory experience (preferred)
- Illinois educator administration license (formerly Type 75) (preferred)

Qualifications and Skills:

- Knowledge of educational field
 - Understanding of disability areas under IDEA.
 - Knowledge of how disabilities impact an individual's ability to function in the post-secondary setting.
 - Knowledge of the state and federal laws/regulations that protect individuals with disabilities in education, employment, and community.
 - Knowledge of adult service providers and services available within each area.
- Work Environment
 - Facilitation in the classroom setting, work training sites, alternative skills training center.
- Soft Skills
 - Communicate effectively both verbally and in writing.
 - Think critically in professional settings.
 - Work with a team and network.
 - Demonstrate strong work ethic with attention to organization, timeliness, and quality work completion.
 - Exhibit adequate level of comfort with public speaking for the purposes of networking, meeting facilitation, and professional development.
- Technical Skills
 - Basic English language, mathematical, and reasoning skills competency in a professional workplace.
 - Strong word processing skills.
 - Proficient in Google technology products and various online learning platforms.

*Benefits:

- 401(k)
- Matching Dental insurance
- Employee Assistance Program
- Health insurance

- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement

Other Requirements:

- Possess an active state-issued driver's license in good standing (no current criminal charges on Illinois motor vehicle records).
- Upon employment; a current physical and background check will be required.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to extreme cold and/or heat. The noise level in the work environment is typically moderate.

Physical Demands:

Ability to meet physical demands of the job including but not limited to: the need to occasionally stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds when involved in the implementation of CPI. Regularly required to talk, hear, and interact with including phone calls, video formatted meetings.

- Frequently required to sit and work at a workstation as well as be on their feet for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to use company vehicles to drive to worksites, meet with potential vendor partners, and acquire worksite materials as assigned.

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