



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/10/2025

Teacher, Special Education (Transition)

Pay Scale: A

Level: N/A

FLSA Status: Exempt

Job Family: Student Services

Primary Location: School-Based

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education Specialized Instruction, and Special Education Procedural Support.

Job Overview

The Transition Teacher of Special Education is responsible for providing appropriate special education services specific to transition for eligible high school students in accordance with Federal and State regulations and School Board policies and procedures.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Collaborates with special education leadership to provide professional learning on special education transition topics
- Works with businesses to establish worksites for students; collaborates with other teachers regarding supporting the accommodations and modifications a student may require on a job site; provides or coordinates job coaching services when necessary
- Assists students in obtaining employment related skills
- Monitors students' progress towards postsecondary goals and provides additional information and activities to help them reach these goals
- Provides direct instruction to students in various transition specific classes such as Education for Employment and Career and Transition, etc., on topics to include but not limited to resume writing, interviewing skills, completing job applications, searching for colleges/technical schools, and other postsecondary options
- Communicates and collaborates on transition related topics in various ways (i.e. presentations, small group, individual) with students, staff and families
- Participates in interdepartmental (i.e. school counseling, CTE, etc.) collaboration within the school building
- Collaborates with adult services organizations to facilitate services for new, current, and exiting students
- Attends IEP meetings as needed and assists in developing transition plans for students in need of transition services; assists case managers in assessing students' transition needs utilizing a variety of vocational and career assessment tools
- Conducts surveys and other transition assessments of students in special education, including exit surveys

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- Collects and maintains current data for state requirements
- Collects and analyzes data on student workplace readiness and independent living skills and work experiences
- Coordinates transportation for students to community locations and work sites
- May assist the school by managing a caseload of special education students

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Demonstrated successful teaching experience

Licenses and Certifications

Holds or is eligible for a Virginia teaching license with an endorsement in Special Education

Knowledge, Skills and Abilities

- Possess excellent organizational and time management skills
- Must be a self-starter who is comfortable and competent with leadership responsibilities
- Possess knowledge of technology applications related to transition
- Ability to apply knowledge of current research and theory to instructional programs
- Five years of successful classroom teaching experience in special education secondary level
- Ability to be flexible and manage daily changing activities
- Ability to establish and maintain effective relationships with students, peers, administrators, and parents
- Excellent oral and written communication skills, interpersonal skills, and professional and personal characteristics necessary for working effectively with school personnel, members of the community and business partners

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.