



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 2/14/2023

Specialist, Transition

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

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 Special Education Supervisor is responsible for the oversight and direction of activities related to compliance and program support involving the instructional programming for students with disabilities. The supervisor works with assigned school staff to ensure accountability and compliance with the implementation of state and federal regulations related to IDEA and local policies, procedures, and practices related to students with disabilities.

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.

- Shares in the supervision, oversight and coordination of transition services for students ages 14 to 21 and includes middle school needs and programming as well as the Career and Transition Lab
- Shares in the planning and delivery of professional development for transition teachers and job coaches, as well as transition presentations to others
- Assists with program improvements, coordination and expansion of Community Independence Instruction (CII) and Applied Studies Diploma programs to address the needs of students with disabilities
- Coordinates with the business community to establish and/or expand community work sites and employment opportunities for students
- Participates in community agency meetings (DRS/CSB/Loudoun Interagency Transition Council/Region IV transition meetings, etc.)
- Assists with coordinator and resource planning for students with disabilities work-based experiences, job training and independent living skills
- Conducts site visits/walkthroughs to maintain program integrity
- Collects and manages quarterly data and assists with State Indicator data collection and dissemination of information; provides reports on student outcomes and other needed reports
- Works collaboratively with secondary special education supervisors, school staff, agencies, the community and families to assist with career and transition opportunities for students

Qualifications

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

Education

Bachelor's Degree

Experience

Five (5) years of successful experience in progressively responsible positions and administrative experience and/or program supervision

Licenses and Certifications

Pupil Personnel Services License or Postgraduate Professional License with endorsements in one or more areas of Special Education; administrative endorsement and/or special education leadership certificate preferred

Knowledge, Skills and Abilities

- Organized with strong time management skills
- Self-starter who is comfortable and competent taking on leadership roles
- Ability to meet the transition needs of students with disabilities
- Ability to develop and leverage relationships with school personnel, community, and external stakeholders

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.