

POSITION ANNOUNCEMENT
NORTH SANPETE SCHOOL DISTRICT
2025-26 School Year

The North Sanpete School District is accepting applications for the following positions for the 2025-2026 school year:

Special Education Transition Coordinator

North Sanpete High School

5.75 hrs. per day - 5 days a week (no benefits)

Job Description:

The High School Special Education Transition Coordinator facilitates and oversees transition planning for students with disabilities as outlined in their Individualized Education Programs (IEPs). The coordinator works collaboratively with students, families, educators, service providers, and community agencies to ensure a seamless transition from high school to post-secondary life, including higher education, employment, vocational training, and independent living.

Responsibilities include, but are not limited to the following:

- Help assess students' strengths, interests, and needs related to post-secondary goals
- Work closely with special education teachers, general education staff, school counselors, and related service providers.
- Coordinate with vocational rehabilitation, community agencies, employers, colleges, and training programs to support student transitions.
- Provide guidance to students and families regarding post-secondary options.
- Assist in developing employment skills and resumes.
- Monitor student progress in vocational programs or job placements.
- Maintain accurate records of transition assessments, services, and progress.
- Prepare reports for district administration or state agencies as required.

Requirements:

- High school diploma or equivalent (Associate's or Bachelor's degree in Education, Special Education, Human Services, or related field preferred).
- Strong communication and interpersonal skills, including the ability to build relationships with students, families, and staff. Ability to organize and manage multiple tasks. Familiarity with maintaining databases and data tracking.
- Experience in special education or working with students with disabilities.
- Physical ability to perform the job
- Pass a background check
- Strong organizational skills and attention to detail.
- Ability to follow instructions and work collaboratively as part of a team.

*****This is a Part-Time non-benefited position*****

**CLOSING DATE FOR IN-HOUSE APPLICATIONS OR TRANSFER REQUESTS – Wednesday,
November 26TH @ 12:00 PM**

**CLOSING DATE FOR OUT OF DISTRICT APPLICATIONS - Friday, December 5TH @ 12:00 PM – these
applications will be considered if unable to fill in-house**

Interested persons may fill out a written application at the North Sanpete School District Office, 220 East 700 South, Mt Pleasant, UT 84647 or online at https://irp.cdn-website.com/43e0c387/files/uploaded/Classified_Application_NSSD-2a13a2fd.pdf

Persons with applications already on file at the school district office or current employees may email ohansen@nsanpete.org and/or mames@nsanpete.org or call 435-462-2485 to have their application activated to this position.

North Sanpete School District is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or disability.