



## Special Education Transition Coach / Case Manager

GC SCHOOL BOARD

### Job Purpose

- Ensure the completion and adequacy of all aspects of the referral-to-placement process and the development and implementation of Individualized Education Programs (IEPs).
- Coordinate transition services for students with disabilities to support successful movement from school to post-secondary education, vocational training, employment, and community participation.
- Serve as a liaison between the school district, families, educators, community agencies, and employers to promote student success and ensure compliance with federal and state special education regulations.

### Knowledge, Skills, and Abilities

- Knowledge of special education principles, instructional strategies, testing methods, and best practices for maximizing the educational experience of students with disabilities.
- Knowledge of differentiated instruction and strategies that address diverse learning styles and needs.
- Knowledge of transition planning, vocational assessments, and post-secondary preparation for students with disabilities.
- Knowledge of federal and state laws and regulations governing special education, including IDEA and applicable Mississippi Department of Education policies.
- Knowledge of data systems, student information systems, and procedures used for data collection, reporting, and analysis.
- Ability to coordinate and manage case files, timelines, and compliance documentation.
- Ability to use computer network systems and software applications required for record keeping, communication, and reporting.
- Ability to organize and prioritize work while managing multiple student cases and deadlines.
- Ability to communicate effectively with students, parents, educators, administrators, and community partners.
- Ability to collaborate with multidisciplinary teams and community agencies to support student transition goals.
- Ability to administer or assist with transition assessments and interpret results to support planning.
- Ability to maintain confidentiality of student records and sensitive information.
- Ability to engage in professional reflection and continuous professional growth.
- Ability to establish and maintain cooperative working relationships with colleagues, parents, and community partners.

### Minimum Qualifications

- Bachelor's Degree or higher in Special Education or a related field.
- Valid Mississippi Educator License with appropriate endorsement (211, 221, 206, or 436).
- Minimum of three (3) years of teaching experience or additional professional experience in an educational setting.
- Experience with transition planning, vocational preparation, or case management for students with disabilities preferred.
- Valid driver's license and ability to travel to community sites, meetings, and agencies as required.

### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Serve as a member of the IEP Committee as the district representative when assigned.
- Coordinate activities and timelines related to the referral-to-placement process for students referred for special education services.

- Assist with in-school and out-of-school Child Find activities.
- Assist teachers in the development and implementation of Individualized Education Programs (IEPs).
- Lead or assist in the development of transition plans within the IEP for students with disabilities.
- Coordinate transition services that prepare students for post-secondary education, employment, independent living, and community participation.
- Conduct or assist with transition assessments to identify student strengths, preferences, and career interests.
- Coordinate with community agencies, vocational programs, and service providers to support student transition goals.
- Assist in identifying and supporting work-based learning experiences, vocational training opportunities, and community-based instruction.
- Communicate regularly with parents and guardians regarding the referral process, services, and transition planning.
- Assist in the collection and reporting of data for the Special Education MSIS program and other required reporting systems.
- Maintain accurate records, files, and documentation related to special education compliance and case management.
- Evaluate Individualized Education Plans for compliance with federal, state, and district guidelines.
- Assist assessment personnel by providing student data and documentation necessary for evaluations and eligibility determinations.
- Provide guidance and support to school-based Local Survey Committees (LSCs).
- Assist in providing staff development and training related to IDEA compliance and special education procedures.
- Monitor timelines and documentation to ensure compliance with all special education requirements.
- Communicate in a timely and professional manner with teachers, administrators, parents, and community partners.
- Participate in professional learning opportunities and activities that support professional growth.
- Maintain assigned records, equipment, and materials in accordance with district procedures.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent.
- Travel to and from meetings, school sites, community agencies, and work-based learning locations as required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Director of Special Education

**Supervises:** N/A

**Terms of Employment:** 200 Days

**FLSA Status:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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Employee's Printed Name

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Employee's Signature & Date

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Supervisor's Signature & Date