

- x Coordinate and administer all aspects of the special education student career preparation, transition services, employability and Adult Transition Programs
- x Assist in the planning and implementation of policies, regulations, and procedures pertaining to the transition of special education students to adult services
- x Serve as the District liaison to outside agencies as it relates to adults with special needs
- x Coordinate services for secondary education programs for severely disabled students and their employment and/or community-based involvement
- x Serve as the resource to District and site personnel for students in special education, specifically related to the Individual Transition Plan
- x Serve as the administrator at Individual Education Program meetings
- x Perform administrative duties and responsibilities for the Adult Transition Program
- x Oversee and manage the Workability, Transition Partnership Project, and all other transition related grants
- x Refer parents and students to appropriate social and youth service agencies
- x

