

**SPRINGFIELD PUBLIC SCHOOL DISTRICT 186**  
**1900 West Monroe - Springfield, Illinois 62704**  
**Jennifer Gill, Superintendent**

**NOTICE OF VACANCY**

**TITLE OF VACANCY:** Transition Specialist **DATE:** June 22, 2015

**LOCATION OF POSITION:** Special Education Services – Community Based Programs

**DAYS PER YEAR:** 220 **HOURS PER DAY:** 7.25

**WHO MAY APPLY:** Any person meeting the basic requirements listed below for this position.

**REQUIREMENTS:**

1. Undergraduate degree from accredited college/university in rehabilitation counseling, special education, or a closely related human services field.
2. Valid Illinois teaching license (Special Education preferred)
3. 5 years experience in rehabilitation, special education, or a closely related human services field (preferred)

**SPECIFIC RESPONSIBILITIES:**

1. Assume responsibility for an assigned caseload; secure, analyze and evaluate information on the students medical, psychological and educational background, work experience, special interests, social and economic circumstances, personality traits and attitudes; counsel with client in coordination with the pre-vocational coordinator to develop a rehabilitation plan and transition the client from school to work.
2. Participate in transition planning for clients with their parents, employers, and school staff.
3. In cooperation with the student and his/her stakeholders, prepare Individual Rehabilitation Plans (IPE) for each client that is consistent with the student's IEP by their final year of school.
4. Attend all decision-making meetings such as Staffing's and IEPs that pertain to the client's vocational goals and transition planning.
5. Monitor STEP work/training sites and student progress.
6. Coordinate DHS/DRS' services with school personnel and community resources.
7. Maintain a continuous case-finding program through contacts with school personnel; establish screening and referral processes to insure that all eligible students with disabilities are offered vocational rehabilitation services.
8. Maintain follow up and documentation until closure or case is transferred to local DHS/DRS District Office.
9. Responsible for transitional services to students who graduate from the District.
10. Provide/participate in in-service training for pre-vocational coordinators and other school personnel.
11. Maintain case file records on clients in accordance with DHS/DRS policies and procedures.
12. Adhere to all policies and regulations of special education, DHS/DRS, and The School Code of Illinois.
13. Document contact with student at least quarterly, which may include annual student reviews, work site visits and classroom visits.
14. Serve on the local Sangamon Area Transition Planning Committee.
15. Approve any circumstances that preclude a client's ability to fully participate in 10-15 hours of training experience per week.
16. Other duties as assigned.`

**FILING DATE DEADLINE:** July 2, 2015 **APPOINTMENT DATE:** TBD

**SALARY:** TBD

**SELECTION PROCEDURE:** Application, Interview, Selection

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

**Please refer application and resume to:**

Human Resources Director  
Springfield Public Schools  
1900 West Monroe Street  
Springfield IL 62704  
Telephone: 525-3000

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