



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

DATE: June 14, 2021

TITLE OF VACANCY: Transition Specialist

LOCATION: Student Support Services

DAYS PER YEAR: 220, Including (15 Paid Holidays)

HOURS PER DAY: 7.25

REQUIREMENTS/QUALIFICATIONS:

1. Undergraduate degree from accredited college/university in rehabilitation counseling, special education, or related field.
2. Experience in rehabilitation, special education, or a closely related human services field (preferred)

SPECIFIC RESPONSIBILITIES:

1. Lead the district's transition team to ensure that Secondary Transitional Experience Program (STEP) contract terms are met.
2. Maintain a continuous case-finding program through contacts with school personnel. Establish screening and referral processes to ensure that all eligible students with disabilities are offered vocational rehabilitation services. Maintain follow-up and documentation until closure or case is transferred to the local DHS/DRS district office. Maintain case file records on clients in accordance with DHS/DRS policies and procedures and adhere to all policies and regulations of special education, DHS/DRS, and The School Code of Illinois.
3. 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 students in coordination with the transition services coordinator/s to develop a rehabilitation plan and transition the student from school to work.
4. Prepare Individual Plans of Employment (IPE) for each student consistent with the student's IEP, following DRS certification and in cooperation with the student and his/her stakeholders.
5. Coordinate with Transition Services Coordinator/s to attend decision-making meetings (IEP, etc.) that pertain to students' vocational goals and transition planning.
6. Monitor STEP work/training sites and student progress.
7. Coordinate DHS/DRS services with school personnel and community resources.
8. Provide transitional services to students who graduate from the District.
9. Provide and/or participate in professional development training for transition team members and other school personnel.
10. Coordinate with Transition Services Coordinator/s, to document contact with students, at minimum twice annually, which may include attending annual IEP reviews, work site visits and classroom visits.
11. Serve on the local Sangamon Area Transition Planning Committee.
12. Approve any circumstances that preclude a student's ability to fully participate in 10-15 hours of training experience per week.
13. Other duties as assigned.

APPLICATION DEADLINE: June 22, 2021

APPOINTMENT DATE: July 27, 2021

SALARY: TBD

BENEFITS: Personal and Sick Leave – Medical Insurance - Life Insurance – Illinois Municipal Retirement – Paid Vacation and Holidays

SELECTION PROCESS: Application, Testing, Interview

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources

Springfield Public Schools District 186

1900 West Monroe Street

Springfield, IL 62704

525-3006

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