

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Transition Coordinator for High School CTE Programming
DEPARTMENT:	High School Programs
REPORTS TO:	Supervisor of Special Education, Principal, & Director
REQUIREMENTS:	PA Department of Education Certification in Special Education required. Master's Degree in Special Education and experience with Work-Based Learning or Cooperative Education preferred. Must have or be willing to get Act 34, 151, & 114 Clearances.
TALENTS:	This position requires the employee to support the mission and future vision for the school, to have a drive to be of service to others, and to promote a service mentality through leadership and modeling for students. In addition, the employee must have the ability to plan curriculum, instruction, and assessment while assuming personal accountability for their work, solving problems, orchestrating activities, and capitalizing on relationships with industry, community partners, and other staff members.
JOB STATEMENT:	The Transition Coordinator will be responsible for supporting instruction in all technical areas through progress monitoring, working with instructors on specially designed instruction, and preparing students for careers in high-demand fields through hands-on learning experiences and work-based learning. The ideal candidate will have a strong background in Special Education and Work-Based Learning Experiences, a commitment to student success, and the ability to foster a collaborative and engaging learning environment.
PERFORMANCE RESPONSIBILITIES:	1. Coordinate with member school districts, administration, students, parents, and CTE Instructors in development, implementation, and modification, if needed, of Individualized Education Plans (IEPs) and 504 Plans for students with special needs. 2. Work closely with CTE Instructors, Instructional Aides, and Administration to integrate specialized support into the curriculum. Support practical, real-world, and hands-on learning experiences in the classroom, laboratory, and community setting. 3. Provide consultation and guidance to Instructors and Instructional Aides on how to effectively support students with disabilities in their technical training and career exploration. 4. Foster a positive and inclusive classroom environment that encourages learning and growth. Use a variety of behavioral and instructional strategies to help CTE Instructors engage and support students. Address disciplinary issues as needed in a professional manner 5. Support students in Career Preparation and Post-Secondary Planning, such as resume building, job interviews, internships, service learning, industry certification exams, and other work-based learning experiences. Assist students in identifying career pathways, further education opportunities, career advancement opportunities, and industry certifications relevant to their field of study.

6. Plan for student safety in each program, supporting the teaching of safety and reinforcing best practices in safety.
7. Ensure compliance with state and federal regulations regarding special education services, including ensuring that all documentation related to IEPs and 504 plans, progress reports, and assessments are timely and accurate. Follow all school policies and procedures.
8. Advocate for students' needs and ensure they have access to appropriate resources, including assistive technology, tutoring, and counseling services. Coordinate with support staff such as speech therapists, counselors, and paraprofessionals.
9. Participate in ongoing professional development to stay current with best practices in special education and CTE instruction. Attend meetings, workshops, and conferences related to special education, work-based learning experiences, and career readiness.
10. Participate in school events, parent conferences, committee meetings, faculty meetings, open houses, and other school-related activities.
11. Perform other duties as assigned.

QUALIFICATIONS:

1. Skills & Abilities:
 - Strong understanding of special education law, including IDEA and Section 504.
 - Ability to differentiate instruction and adapt materials for students with varying needs, including supporting hands-on learning experiences that align with industry requirements.
 - Excellent communication and interpersonal skills to effectively interact with students, parents, colleagues, member districts, and industry partners.
 - Proficient in the use of technology for instruction, communication, and progress monitoring.
 - Strong organizational skills and the ability to manage multiple tasks and priorities effectively.
2. Personal Attributes:
 - Patience, empathy, and a genuine desire to support students in reaching their full potential.
 - Passionate about career and technical education and committed to student success.
 - Ability to foster a supportive learning environment at school and in the community.
 - Ability to work collaboratively with all stakeholders.
 - Creative, adaptable, and open to change, including new initiatives, teaching methods, and technologies.
 - Supportive of shared values and visions of Leadership: (1) The Be-Attitudes (PRIDE acronym), (2) How Children Succeed Research (Character Strengths of Gratitude, Optimism, Zest, etc.), and (3) High Levels of Character, Service, and Effort.

WORKING CONDITIONS:

1. Full-time position with standard school hours.
2. Occasional after-school or evening work for meetings, events, or student-related activities may be required.
3. Classroom, laboratory, and outside environment, with some exposure to hands-on equipment and tools as well as work sites in the community.

Professional Unit Position: Union Employment Contract

Terms of Employment: 185 days

I have reviewed the above job description and analysis and understand the requirements of the position
_____ (Initials).

Employee

Date

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