

# Teacher – Occupational/Transitional, Special Schools

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The transition specialist position is a position designed to provide technical assistance to principals, teachers, parents/guardians, and appropriate administrators regarding transition services for students ages Pre-Kindergarten-22 currently enrolled in one of the special schools. The teacher will implement into daily student instruction an appropriate educational curriculum based on the Nevada Academic Content Standards (NVACS).

The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and Clark County School District (CCSD) programs and goals. This person will be expected to adhere to the CCSD's *Professional Domains and Standards for Licensed Employees* and will report directly to the school site administrator. This position is directly responsible to the administrator serving at the special school where the assignment is funded.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supports, mentors, and models best practices, transition strategies and techniques.
2. Exhibits a strong commitment to improving academic, social, and vocational achievement for students with disabilities.
3. Establishes effective working relationships with administration, school-based staff, and community agencies.
4. Facilitates staff transition-based professional learning opportunities and activities, related to students with disabilities, for administration, licensed, and support professional personnel.
5. Consults with site administration of special education to troubleshoot transition concerns/issues that may be supervisory in nature.
6. Assists division and region teams, administration, licensed, and support professional personnel with the effective implementation of federal, state, and local mandates aligned with transition.
7. Assists parents/guardians or students in problem-solving and acquiring the necessary knowledge and skills to support the development and implementation of transition skills in the Individualized Education Plan (IEP).
8. Provides staff with information on evidence-based instruction for post-secondary planning.
9. Assists licensed staff in providing technical information, preparing IEPs, and/or referrals to community agencies to address post-secondary planning.
10. Maintains confidentiality and organization of records through observable procedures consistent with division and site directives.
11. Assists IEP teams in the development and implementation of transition plans.
12. Works professionally with administrators, staff, parents/guardians, and the community.
13. Participates in other job-related duties and activities related to the position as assigned.
14. Administers Transition/Vocational Assessments for high school students.
15. Coordinates off-campus work experiences through various CCSD departments.
16. Coordinates on-campus vocational experiences.
17. Coordinates transportation for all off-campus work experiences.
18. Arranges for agency visits for staff.
19. Solves any potential problems that occur at worksites by coordinating with department supervisors.
20. Assists with resolving student behavior problems at worksites.
21. Picks up vocational materials from worksites for students to do on campus.
22. Coordinates bus arrival and departures each day.

23. Creates and facilitates instructional opportunities aligned with students' IEP goals.
  24. Develops short and long-range plans consistent with student-centered goals and school-wide plans.
  25. Understands and utilizes specialized materials, adaptive equipment, and assistive technology with students to promote independence.
  26. Plans and prepares the integration of specialized materials, adaptive equipment, and assistive technology for students and school-community across multiple settings.
  27. Understands and models the importance of schedules, routines, and transitions that promote development, independence, and learning.
  28. Understands assessment as an educational process; analyzes and uses assessment data to develop individualized instruction and student goals.
  29. Creates and implements learning experiences that make content accessible, engaging, and meaningful for all students.
  30. Participates in student, staff, and professional meetings.
  31. Engages in professional learning to stay current on evidenced-based strategies and services and assists in meeting the individualized needs of students.
  32. Observes and follows all CCSD policies and procedures; maintains high professionalism, confidentiality, and commitment through punctuality and attendance.
  33. Performs other licensed duties as assigned by the school administration.
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## **Position Expectations**

1. Demonstrate ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities.
2. Demonstrate strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
3. Demonstrate strong knowledge of special education programs and services in CCSD and the community.
4. Demonstrate effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
5. Demonstrate high level of self-confidence, initiative, and self-direction.
6. Lead professional development activities for staff as they relate to special education.
7. Work cooperatively with students, parents/guardians, peers, administration, and community members.

8. Maintain accurate and complete records as required by law and CCSD policy.
  9. Participate as an active member with other faculty and staff.
  10. Work in a collegial manner with all CCSD staff to provide students an appropriate education in the LRE.
  11. Maintain and improve professional competence.
  12. Communicate effectively both written and verbally.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Must possess or be able to acquire, by time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE). Must be certified in relevant subject area.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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### **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin. The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 09/13/24