

Project Facilitator, K–12 Special Education Transition Specialist

Position Details

Job Code: C8131

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

Position Summary

The individual selected for this transition specialist position will provide technical assistance to principals, teachers, parents/guardians, and appropriate administrators regarding transition services for students ages 13–21. This position will be expected to adhere to the Clark County School District (CCSD)'s *Professional Domains and Standards for Licensed Employees* and is directly responsible to the Director II, Special Education Programs and Projects Department, Student Services Division (SSD), Academic Unit.

Essential Duties and Responsibilities

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

1. Supports, mentors, and models best practice, 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 community.
 13. Participates in other job-related duties and activities related to the position, as assigned.
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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 the District 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. Demonstrated 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

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful classroom teaching.

Licenses and Certifications

1. Possess a valid Special Education teaching license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Experience in job development/placement/transition services.
2. Knowledge of current best practices in the field of supported employment.
3. Experience in building community trust, developing effective community relations, and working collaboratively with community agencies.

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

AA/EOE Statement

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

- Revised: 10/24/24
- Created: 03/17/17