

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Special Education – Pathways (18-21) Licensed Educator	<b>DATE CREATED:</b>	01/11/2019
<b>CATEGORY:</b>	Teacher	<b>DATE REVISED:</b>	
<b>DEPARTMENT:</b>	Special Education	<b>BLS CODE:</b>	25-2059
<b>REPORTS TO:</b>	Principal / Associate Principal	<b>FLSA STATUS:</b>	Exempt

### POSITION OBJECTIVE:

Pathways program which focuses on transition issues for students ages 18-21 who have met graduation requirements but require extended time in school to address vocational, daily living, adaptive, and other skills necessary for students with significant impairments to prepare for their adult condition. In addition, this position will collaborate with other special education and alternative education programs in the area of employability skills.

### PRIMARY RESPONSIBILITIES:

1.	Collaborate with students, parents, and other staff members to develop procedurally correct IEP documents with emphasis on transition
2.	Develop and implement an instructional program with emphasis on vocational development, functional academic skill development, and daily living focused on preparing students for their adult condition
3.	Conduct both formal and informal assessments to determine appropriate programming and eligibility
4.	Represent the District at local and state transition meetings
5.	Collaborate with District alternative education and special education programs relative to employability skills
6.	Maintain current knowledge of state and federal regulations for purposes of maintaining compliance
7.	Coordinate vocational experiences for students
8.	Coordinate job shadows and job coaching
9.	Serve as resource for parents relative to linkages with adult service agencies

### CORE COMPETENCIES:

•	Strong collaboration and team building skills;
•	Critical thinking and problem solving skills with the ability to exercise independent judgment and make decisions within prescribed boundaries;

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Administrative Assistant

•	Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions;
•	Strong verbal and written communication skills with the ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds;
•	Engage in life-long learning, positively represent the district at all times, and have a commitment to public service.

## REQUIRED QUALIFICATIONS:

•	Bachelor's degree, or higher, in content area;
•	Minimum of 3 years of classroom teaching experience;
•	Strong working knowledge of technologies appropriate to the educational process;
•	Knowledge of transition services, procedures, and community resources;
•	Ability to collaborate with school staff, parents, and community services and skill in forming partnerships;
•	Knowledgeable about the development of employability skills and facilitating activities to enhance students' vocational skills;
•	Demonstrate thorough understanding of transition requirements, including PTP process;
•	Ability to transport students in school-owned vehicles/

## PREFERRED QUALIFICATIONS:

•	Advanced degree in content area, curriculum and instruction or educational leadership;
•	Working knowledge of district adopted software applications (e.g., Infinite Campus, data warehouse & mining system);
•	Working knowledge of DPI website;
•	Understanding of data structures and interrelationships.
•	Knowledge of district and school policies and procedures preferred.

## SPECIAL REQUIREMENTS:

•	While performing the duties of this job, the employee is frequently required to talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is regularly required to stand, walk, and/or sit and may occasionally be required to reach above shoulders, climb, stoop, kneel, crouch or crawl.
•	The employee must regularly lift and/or move up to 10 pounds while moving paper work or educational materials. The employee must occasionally lift or move up to 25 pounds. Specific vision

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	abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
•	Occasional travel within the district may be required.

*This document describes general information about the position however should not be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.*