

Vacancy Announcement for 2018-2019 school year

An Equal Opportunity Employer

Position Title: Transition Specialist/Vocational Adjustment Coordinator
Location: Robertson County Special Services (RCSS)
Salary Range: Based on experience
Length of Work Year: 10 month/197 days
Position Starts: August 2018

POSITION SUMMARY:

Work with teachers, students, families, business community, and outside agencies to enable the successful transition of students. Facilitate the overall implementation of transition planning and services, assuring that coordinated outcomes are appropriately planned for all students with special needs. Provide parents and teachers with appropriate tools and information necessary to effectively plan and deliver transition services

POSITION REQUIREMENTS:

Education:

Bachelor's degree from an accredited institution
Valid Texas Teaching Certificate with endorsement in Special Education
VAC Certification preferred or willingness to obtain 60 hours of transition training towards VAC certification
Demonstrate competency in assigned area, specifically transition

Special Knowledge/Skills:

Knowledge of federal and state rules and regulations regarding transition planning, special education, and local state and national agencies/resources.
Ability to work on multiple tasks and prioritize appropriately.
Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
Strong organizational, communication, and interpersonal skills

Experience:

Experience in the field of special education and transition services preferred

DUTIES/RESPONSIBILITIES:

Work for Robertson County Special Services, a shared service arrangement for the following districts: Bremond, Calvert, Franklin, Hearne, and Mumford. Office is located in Hearne and Franklin ISD is the fiscal agent.

Perform all other tasks and duties as assigned: more detailed job description will be discussed at interview.

APPLICATION PROCEDURES:

Applications can be found at www.rcssc.org . Complete and forward to:

Robertson County Special Services
704 Wheelock St.
979-279-3507
Fax: 979-279-8040

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Applications will be accepted until position is filled.