



Pathway Mission Statement

The Pathway School develops and implements innovative, quality programs and services that enrich the lives of children and young adults with special needs. Pathway builds the independence of its students in a nurturing and challenging environment that best prepares them for life after Pathway. Throughout all this growth, the school's mission has remained the same: to build academic, social and life skills in students with special needs to promote their success and independence after Pathway.

POSITION: Assistant Transition Services Coordinator

DEPARTMENT: Education

POSITION SCHEDULE: 10 month schedule (School-Year)
Part-time Position (Less than 30 hours per week)
Non-Exempt/Hourly

REPORTS TO: Reports to the School's Transition Coordinator

FUNCTION: Primary function of this role is to serve as a resource to students, families and staff regarding transition planning and application to appropriate adult support services.

QUALIFICATIONS: The Assistant Transition Coordinator must have a minimum of a Bachelor's Degree in a related field (Special Education, Social Work, Transitional Services or Psychology), and have a minimum of 2 years' experience working with individuals with autism spectrum disorders and/or intellectual disabilities.

Knowledge, Skills and Abilities:

- Must have exceptional organization skills with the ability to handle multiple caseloads.
- Must be a strong communicator with the ability to help set realistic goals for special needs students and work with students' families.
- Possess the ability to work independently and as part of a team.
- Possess the knowledge of the special needs transition process both pre- and post- High School.
- Must be proactive and have the ability to participate in on-going training in the transition process at the Pathway School.

Core Competencies:

- Ability to Manage Change.
- Ability to Provide a High Level of Customer Service.
- Ability to Provide Professional Services to both internal and external customers.
- Ability to be Innovative and Creative.

Job Duties:

1. Participate in industry events such as the MCIU Transition Council meetings and/or PaTTAN Webinars;
2. Serve as a resource to students and families regarding early stages of transition planning;
3. Prepare transition plans and attends IEP meetings for students on case-load; follow-up on transition questions/issues resulting from IEP;
4. Administer career interest inventories to help students consider career options;
5. Promote self-determination and person-centered transition planning for each student;

6. Develop general understanding of adult service options and important transition related issues;
7. Work closely with Pathway, School District, student and family to discuss and identify options for transitioning students and the skills necessary for successfully reaching post-Pathway goals;
8. Assist with Senior Seminar and with Careers/Transition Seminar;
9. Assists with development and implementation of parent trainings on transition.
10. Maintain documentation of each student's transition plan and process.
11. Serve as a liaison between The Pathway School and Office of Developmental Programs, Office of Vocational Rehabilitation, and Colleges, facilitating the application process.
12. Administer career interest inventories to help students determine career options.
13. Promote self-determination and person-centered transition planning for each student
14. Work closely with all Pathway and School District team members to assist in their understanding of options for transitioning students, skills necessary for reaching goals and recommendations for prioritizing skills instruction to assist student in successfully reaching post-Pathway goals.
15. Assists with development and implementation of parent trainings on transition.

Compliance Requirements:

- Must comply with Act 168 and submit a completed Sexual Misconduct Form.
- Must be able to obtain and maintain a satisfactory PA criminal background check, Child Abuse & FBI clearances and pass a drug test, as well as, a TB Test;
- Must be able and willing to drive and have a valid PA driver's license.

Physical Requirements:

Physical activities can include both sitting and standing for long periods of time; lifting, climbing, bending/stooping, grasping and pulling. Must have full range of motion in order to provide possible emergency care and/or administer effective/safe CPI techniques. This position requires walking and could include working in both an indoor environment as well as an outdoor environment (cold/hot).