

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**SPECIAL EDUCATION TEACHER, TRANSITION SERVICES**

**Job Purpose**

Provides instruction and services to students with mild to severe disabilities in developing skills for education/training, employment and independent living that lead to successful post-secondary outcomes.

**Responsible to**

Receives administrative direction from the Coordinator, Transition Services or Specialist, Transition Services; technical direction from the Transition Teacher Coordinator; and functional direction from the principal of the school to which assigned.

**Functions**

Essential Functions

1. Provides direct transition-related instruction to students with mild to severe disabilities, ages 14 and above.
2. Provides direct instruction to students in work-based learning experiences and transition related skills.
3. Provides guidance to students with disabilities in developing skills for education/training, employment and independent living that lead to successful post-secondary outcomes.
4. Facilitates, coordinates and conducts the transition assessment process.
5. Collaborates with school personnel, related services personnel, students, and parents to facilitate compliant Individual Transition Plan (ITP), effective transition services and activities to inform future instruction and services.
6. Implements legal mandates and District guidelines to provide compliant transition planning and service delivery.
7. Conducts meetings and workshops for students, staff, and parents on transition services.
8. Maintains data and documentation on students with disabilities receiving transition services.
9. Utilizes technology as a management, record keeping and instructional tool.
10. Provides transition resources and coordinates community linkages for students with disabilities, families, and school staff.
11. Collaborates and participates in the required school-site or Districtwide transition related professional development.
12. Represents the District Office of Transition Services as a collaborative team member in the comprehensive transition assessment and planning process.
13. Supports student-workers in school-site as well as off-campus worksites.
14. Initiates and conducts job site development activities for student work programs.
15. Attends school-site related outreach activities (e.g., Back to School Night and Open House).

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA Agreement.

**Qualifications**

Education

An earned bachelor's degree from a regionally-accredited college or university.

### Experience

#### Required

At least five years of successful certificated teaching experience with no less than three years of teaching experience in a special education setting.

#### Desirable

1. Successful secondary teaching experience in special education, vocational education, or industrial arts.
2. Worksite experience as a supervisor in business or industry.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

### Credential

1. A valid California special education teaching credential must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. English Learner Authorization.

### Knowledge, Skills, Abilities and Personal Characteristics

1. Comprehensive understanding of the development of the Individualized Education Program (IEP) including the Individual Transition Plan (ITP).
2. Understanding of strategies and approaches to support the instructional and behavioral development of students with disabilities.
3. Knowledge of best practices in the instruction of students with disabilities.
4. Knowledge of federal and state legislation pertaining to transition services for students with disabilities.
5. Excellent interpersonal, oral and written communication skills.
6. Ability to make formal, public presentations to small and large groups.
7. Ability to modify instruction to meet student needs.
8. Ability to plan, organize, prioritize and manage time for self and others.
9. Ability to use technology as a management and instructional tool.

### Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Status

Permanent certificated employee of the Los Angeles Unified School District.

### Special Requirements

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

*NOTE: This is a Special Education Teacher Salary (SE) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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