



An award-winning EL Education School in Washington, DC

Transition Coordinator

Capital City is looking for a Transition Coordinator for immediate hire. The Transition Coordinator is responsible for conducting post-secondary transition assessments and developing post-secondary transition goals and activities for students with Individualized Education Programs (IEPs). Strong collaboration with IEP case managers and classroom teaching staff is required to meet the transition needs of identified students. While the Transition Coordinator's primary responsibility is to identified students, they are expected to support the success of all Capital City students.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The many and varied responsibilities of the Transition Coordinator include the following:

- Conduct post-secondary assessments to develop annual post-secondary education/training, employment, and independent living goals (as needed) for students with IEPs.
- Develop annual transition goals and coordinated sets of activities for post-secondary education/training, employment, and independent living (as needed).
- Maintain a system of progress monitoring that ensures that measurable annual transition goals and services are being implemented.
- Manage the post-secondary transition goals for students. This includes developing and revising transition goals as needed and working with classroom teachers and case managers to meet the transition needs of individual students.
- Lead study skills and career exploration courses during an extended day (afternoon) for incoming 9th graders with IEPs as part of the summer New Student Orientation (NSO).
- Assign and supervise students with disabilities who participate in the Summer Youth Employment Program (SYEP) to summer jobs at Capital City. In order for students to be assigned, they must be enrolled in the study skills/career exploration course. Support students in fulfilling assignment responsibilities.
- Develop and deliver specialized instruction designed to help high school students achieve extended school year (ESY) goals on IEPs as the ESY teacher during summer ESY sessions.

- Work closely with the LEA SEDS Trainer to ensure that appropriate middle school inclusion staff are trained to develop appropriate, legal, compliant transition plans. Year two and beyond, the Transition Coordinator will work with 8th grade students to explore career interests and help 8th grade case managers develop transition goals and plans.

At least two of the following are required: Bachelor's degree in education or field of instruction, 2+ years of full-time teaching experience, special education teaching certification. Candidates should be extremely knowledgeable about the Individuals with Disabilities Education Act (IDEA). Candidates should also have: a commitment to meeting the needs of a diverse population, experience working in urban environments, strong knowledge of pedagogy and experience teaching strategies to support students with a range of disabilities, proven ability to work as a member of a team, strong leadership capabilities, and a commitment to their own learning.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

To Apply: Email your resume and letter of interest to Wanda Gregory, LEA Director of Special Education, to capitalcityjobs@ccpcs.org. Please include the position title "Transition Coordinator" in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.