

**PLEASE POST**

PUBLIC SCHOOLS OF ROBESON COUNTY  
P. O. Drawer 2909  
Lumberton, NC 28359  
910) 671-6000  
Fax (910) 370-9756  
**VACANCY ANNOUNCEMENT**

**DATE:** February 16, 2024

**POSITION:** Exceptional Children (EC) Transition Program Specialist

**SALARY:** \$3,500-\$5,824 (12-month position)

**DEADLINE DATE FOR RECEIVING APPLICATIONS:** February 28, 2024

**REPORTS TO:** Director of Exceptional Children

**QUALIFICATIONS:** Bachelor's Degree in Special Education (Master's Degree preferred) or a related field from an accredited university  
At least five years of successful teaching experience with students of varying disabilities  
Operational and compliance knowledge of ECATS  
Competent in computer technology  
Able to enhance and promote teamwork among and between various stakeholders  
Knowledgeable in compliance and IDEA  
Experience in state and federal budgeting  
Strong communication and interpersonal skills

**JOB SUMMARY:**

To develop, implement, and monitor a district wide plan to provide appropriate and effective transition services for students with disabilities addressing postsecondary goals related to education/training, employment, and independent living, if appropriate.

**PERFORMANCE RESPONSIBILITIES:**

- Identify all existing exceptional children program resources available in the LEA (specific funding sources and amounts, numbers of teachers and support personnel presently employed, specific service alternatives available, and materials, equipment and curricular in use)
- Assists with conducting a needs assessment to identify priorities for short and long range planning of programs for exceptional children
- Directs, monitors and assesses services provided by the transition facilitators; conducts on-site observations of transition facilitators; provides feedback and guidance; conducts monthly analysis/review of the transition program to include work hours toward graduation for OCS students and approval of all community based training
- Assists with completing and submitting all required timely reports to the NCDPI
- Assists with developing a sequential, systematic placement procedure (including forms) in accordance with state and federal mandates and guidelines
- Assists with allocating teacher and support personnel resources based on prioritized needs (staff plan and allocating time to function)
- Assists in the collection and analysis of data needed for the purpose of planning, reporting, securing services and making decisions as related to students with disabilities  
Provides curriculum and instructional support to school based EC personnel

- Develops partnerships with businesses, organizations, neighboring school districts and area universities to enhance training opportunities and transition opportunities for students with disabilities
- Prepares educational plan(s) which includes curricular content and level, activities, alternative teacher strategies, and evaluation of learning outcome
- Assists in the collection and analysis of data needed for the purpose of planning, reporting, securing services and making decisions as related to students with disabilities
- Conducts/plans staff development for teachers and other related service personnel
- Ensures compliance with state and federal guidelines necessary for due process and appropriate service
- Consults with other related service providers to ensure appropriate educational opportunities
- Coordinates and monitors quality program indicators in each school Transition Program
- Oversees and monitors implementation of the compliance program, will work directly on a weekly basis to maintain referrals and to ensure 90 day timelines are met and re-evaluations are completed within the required date
- Participate in training by NCDPI EC Division, PSRC and any other assigned training
- Review and audit of each individual student record for compliance with state and federal regulations and guidelines
- Reports noncompliance issues detected through auditing and monitoring, nature of corrective action plans implemented in response to identified problems, and results of follow-up audits to the EC Director
- Participate in Elementary, Middle and High School IEP committee meetings as LEA designee
- Review compliance reports to ensure meetings are being held in a timely manner at school
- Review records before and after meetings to make sure record is complete and compliance
- Work with school administrators regarding EC process and compliance questions
- Work with psychologists through referral and re-evaluation processes
- Administer Educational Assessments as needed
- Provide communication to schools regarding noncompliance issues and assist with corrective action to ensure resolution of problem areas identified during an internal auditing/monitoring activity
- Audit/copy/transfer EC records of students transferring outside the LEA
- Audit/transfer EC records of students transferring within the LEA
- Secure and audit EC records of transferring High School students prior to their placement in the EC program
- Respond to phone calls related to compliance issues

- Recommends revisions to the compliance program to improve its effectiveness
- Consult with IEP teams on Headcount issues through review process and visits
- Check rosters on specified Headcount
- Developments and coordinates IEP training regarding elements of the compliance program, such as appropriate forms and documentation, to all appropriate EC staff

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

#### INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be in the Human Resources Office of the Public Schools of Robeson County by 5:00 p.m. on the stated deadline date in order to be considered for the position.
2. All candidates should submit an on-line application which, will include:
  - (1) A cover letter stating your interest.
  - (2) A current resume listing experience, qualifications plus other relevant information.
3. Selection Process: The screening of candidates includes: (1) Review of application  
(2) Formal interviews by the screening committee for selected applicant

Human Resources  
Public Schools of Robeson County  
P. O. Drawer 2909  
Lumberton, NC 28359  
Telephone Number: (910) 671-6000  
FAX: (910) 370-9756

Public Schools of Robeson County is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, age, religion, national origin or handicap.