



## CAREER OPPORTUNITY

### *Transition Coordinator*

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**FULL TIME POSITION** 40 hours per week between 9:00AM – 5:30PM on weekdays  
Occasional evening and weekend hours

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**POSITION SUMMARY** Works with families who have children within transition ages (early transition 3-5 and middle/high school/postsecondary ages) to work together for transition supports, collaborates with the Advocacy and Training Manager, Operations Manager and the President/CEO to ensure transition program services align with grant scope of services and monitoring requirements, provides technical assistance to management staff related to the latest transition best practices.

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#### **SKILLS**

- Excellent organizational and communication skills (oral and written) and ability to excel at details, multi-tasking and working under pressure. Must be fully bilingual in English and Spanish.
  - Requires initiative, accuracy, creativity, diplomacy, discretion, personal judgment, and professional appearance and conduct.
  - Must have extensive computer experience and knowledge of MS Word, PowerPoint, Publisher and Excel.
  - Ability to work independently and as a member of a team as needed.
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#### **ESSENTIAL FUNCTIONS**

- Help identify and support families who will receive transition support services
  - Conduct Face to Face Meetings with transition families identified and attend all Transition IEP Meetings
  - Facilitate all transition related workshops and Transition IEP Workgroups
  - Identify gaps in transition related topics and information and facilitates meetings for staff development
  - Present on topics related to transition, employment, and Transition IEP workgroups
  - Attend all trainings for RAISE Transition Center
  - Participate in Transition Project Grants including monthly creation of Transition Corner newsletter; organizing WAZE trainings; report monthly dissemination of information
  - Coordinate collection of data with Information Specialist, submits monthly outcome reports and ensures data and activities are aligned with scope of services for transition grant(s)
  - Supervise ESS directly working on OSEP grant to ensure timely deliverables for grant specific activities and provide training and coaching as needed
  - Plan monthly meetings or events for Youth Engagement Council
  - Work collaboratively with the Advocacy and Training Manager to develop and increase training material specific to transition (online and in-person) as well as assist with training new staff
  - Attend staff, management and team building meetings
  - Attend and support organization fundraising events
  - Able to transport materials and carry weight of 10-15 lbs.
  - Other related duties as assigned
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#### **MINIMUM QUALIFICATIONS**

- Minimum two years' experience and knowledge with the provisions of IDEA Legislation and strong transition related supports and services
- Extensive knowledge of transition disability resources and requirements
- Training experience in disability related fields
- College degree in related field or experience equivalent
- Prior experience with grant progress tracking and reporting

**E-mail resumes to [fgarcia@ptopmiami.org](mailto:fgarcia@ptopmiami.org)**

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