

POSITION ANNOUNCEMENT

POSITION:	TRANSITION COORDINATOR Teachwell Transitions – Sioux Falls
REQUIRED QUALIFICATIONS:	Bachelor's degree in education, special education or related field. SD K-12 Teaching Certificate in special education. Will consider candidates with special education skills and training that would allow them to obtain a teaching certificate.
EXPERIENCE/ SPECIAL SKILLS/ DESIRED	Previous experience in special education, transition skills and/or job placement beneficial. Familiarity with technology resources; ability to direct own work; ability to communicate effectively orally and in writing; strong organizational skills.
ESSENTIAL FUNCTIONS/DUTIES:	Coordinates transition skills and job placement program for disabled young adults. Arranges for and supervises job placement; develops and implements transitional living curriculum; coordinates special education procedures and maintains accurate documentation of activities; works as a team member to develop and implement individualized programs of instruction for eligible students; plans and implements programs for remedial instruction; uses instructional techniques appropriate to the student's identified needs; maximizes instructional time; organizes classroom materials; evaluates and provides feedback on student progress during instruction; communicates effectively and professionally with colleagues and students; demonstrates a positive and professional attitude toward teaching; complies with policies, operating procedures, and requirements; participates in ongoing professional growth. Position requires regular attendance at the assigned duty location and valid driver's license.
SALARY:	Based upon education and experience
WORK SCHEDULE:	180 days, August through May
START DATE:	August 20, 2018
APPLICATION DEADLINE:	Until filled

Applicants should send the following information to the Human Resources Office (address above or email employment@teachwell.org):

1. Letter explaining interest in this position.
2. Resume with updated information, work history and current employer.
3. Completed Teachwell application form available at: teachwell.org/about-teachwell/employment/

Person hired will need to provide verification of eligibility to work in the U.S. and pass a fingerprint-based criminal background check. Teachwell Solutions is an Equal Opportunity Employer. Minorities encouraged to apply.

715 East 14th Street » Sioux Falls, SD 57104-5151 » voice/tdd: 605.367.7680 » f: 605.367.6036
e: info@Teachwell.org » w: Teachwell.org

Teachwell Solutions is an entity of East Dakota Educational Cooperative » Member School Districts: Brandon Valley » Lennox » West Central