

The Sonia Shankman Orthogenic School

Chicago, IL

Director of Transitional Services and Programs

Essential Functions: Although the Director of Transitional Services and Programs is the primary coordinator of all activities that result in a successful transition and follow up program, it is recognized that the overall responsibility and success of these activities rests on the entire school community as we endeavor to support our students and their families through the process of transitioning away from the school and into positive academic, employment and community based experiences. Nevertheless, the following objectives will be used to measure the outcomes and accomplishments of the Transitional Director's role in achieving results.

- Create and implement transition curriculum for internal trainings for staff, students and families; and,
- Provide input on revision of treatment planning documentation to ensure that transition planning is in alignment with best practices and that the mission and philosophy of the School are reflected in that process; and,
- Establish transition resource lists for staff and families to access; and,
- Provide transition 'therapy' groups for those students (and parents) who are preparing for transition from the program; and,
- Collaborate with dorm and case managers and school staff to expand home visit programs; and,
- Establish post- discharge protocol that enables follow up and expertise for students and families for at least one year; and,
- Collaborate with school personnel to expand transition activities, seminars and field trips available to the students; and,
- Formalize the college application process that includes school staff, families, students and ensuring a protocol that addresses that particular needs the students who attend the school (including, GPA, class rank, etc.); and,
- Train and supervise interns who can be of assistance in the transition planning process; and,
- Assist the School in maintaining connections with school alumni and their families; and,
- Develop an O-School transition checklist, based upon the various transition pathways, that can be accessible to all members of the school community; and,
- Exhibits ability to develop strategic plans and outline growth and development of the transitional department within the broader organization; and,
- Attend IEP, IAP, quarterly and other treatment planning meetings as appropriate.

Position Salary & Benefits: Salary is commensurate with experience. The Sonia Shankman Orthogenic School offers a comprehensive benefits package.

Qualifications: Master's Degree or Higher required in Education, Counseling or related field Minimum of 5 years of successful transition related work experience Previous management or leadership experience Demonstrated ability in all aspects of transition planning and facilitation including college preparation, family and community outreach, public and private school collaboration, IEP preparation Must possess superior written and oral communication skills Supports the Mission and Philosophy of the School Mental

Demands: Reading documents, detailed work, problem solving, language, stress, math, reasoning, oral communication, written communication, customer contact, multiple concurrent tasks, some interruptions; must be able to work with a diverse group of individuals.

Physical Demands: Attendance, bending at the waist, crouching, kneeling, lifting, carrying, pushing, pulling, reaching, twisting, writing, squatting, sitting (particularly for long periods of time), standing, handling (holding, grasping, turning or otherwise working with the hand or hands), fingering (picking, pinching, or otherwise working with the fingers primarily), walking.

Equipment Used: Computer, calculator, telephone, copier, postage machine and fax machines. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They not are an exhaustive list of all duties and responsibilities associated with it.

The Leslie Shankman School Corporation is an equal opportunity employer. All applicants are considered for employment without regard to race, color, national origin, religion, sex, age, marital or veteran status, or disability.