



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Early Childhood Transition Coordinator

Reports to: Director of Special Education

Purposes and Objectives of the Position:

The Early Childhood Transition and Scheduler coordinates transition activities within a team comprised of the student, parent/guardian, educator, and service providers to ensure that transition activities and services are addressed and implemented for each eligible student.

Qualifications:

- Three years' experience or training in Early Childhood and Post-Secondary Transition programming
- Three years' experience teaching Special Education preferred.

Duties and Requirements:

- Act as LEA representative for Early childhood IEP and eligibility meetings
- Department contact for Tiny-K transitions
- Manage the Part C to Part B ITS referral system
- Attend transition conferences for all students transitioning to Part B
- Manage timelines for evaluation for Tiny-K transitions
- Manage Early Childhood Outcome (ECO) system through KSDE to complete Indicator 7: Early Childhood Outcomes
- Manage Child Find schedule
- Manage tracking system for referrals
- Field phone calls from families inquiring about Early Childhood program
- Manage peer model waiting list
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.