

Job Title: Transition Coach / Special Education
Location: Academy of St. Louis – Manchester, MO

Position Summary

The Transition Coach supports students with diverse learning needs by assisting in the implementation of academic, behavioral, and transition programming. This role collaborates with teachers, families, and community partners to promote student independence and successful post-secondary outcomes.

Key Responsibilities

Student & Classroom Support

- Support classroom instruction by working with individual students and small groups to reinforce skills and concepts
 - Assist teachers in implementing instructional strategies based on students' individual needs
 - Guide independent work, enrichment activities, and remedial instruction
 - Provide supervision and support during classroom activities, lunch, breaks, and transitions
 - Escort and assist students throughout the school and in community-based settings
 - Support students with physical needs (e.g., mobility, personal care, transitions) as required
 - Help maintain an organized, safe, and engaging learning environment
 - Assist with the preparation of instructional materials and classroom setup
 - Monitor and document student progress and behavior as directed
 - Support students with behavioral needs using established management plans
 - Communicate student concerns or progress with teachers and administration
 - Substitute in classrooms when needed
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Transition Programming & Community Partnerships

- Support the planning and implementation of transition services for students grades 8–12
- Maintain and expand knowledge of current best practices in transition planning
- Attend professional development (e.g., webinars such as Show-Me College and Charting the LifeCourse™)
- Collaborate with community agencies and external partners to support student outcomes

- Partner with organizations such as Pre-Employment Transition Services (Pre-ETS) and the Department of Vocational Rehabilitation
 - Coordinate and support student participation in vocational and volunteer experiences (e.g., on-site placements)
 - Facilitate communication between families and outside service providers (e.g., SSD SNAP, DHH specialists)
 - Participate in meetings with community partners and assist in developing new opportunities for students
 - Conduct observations and build relationships with post-secondary and vocational programs
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Family & Staff Support

- Serve as a resource to staff, students, and families regarding transition planning and services
 - Utilize the Charting the LifeCourse™ framework to guide transition planning
 - Facilitate transition meetings with students and families (at least annually for grades 8–12; more as needed)
 - Collaborate with school leadership and participate in administrative and team meetings
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Additional Duties

- Assist with school-wide assessments (e.g., Woodcock-Johnson testing)
 - Support building initiatives and administrative tasks as needed
 - Perform other duties as assigned by the Building Administrator
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Qualifications

- Minimum of 60 college credit hours preferred
 - Experience working with children required; special education experience preferred
 - Strong communication and collaboration skills
 - Ability to work with multiple stakeholders, including families and community agencies
 - Familiarity with Google Workspace (Drive, Gmail, Calendar)
 - Willingness to learn and implement the Heather Forbes behavior management approach
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Skills & Abilities

- Strong organizational and problem-solving skills
 - Ability to communicate effectively in a fast-paced environment
 - Flexibility and adaptability in a dynamic school setting
 - Ability to manage sensitive information with professionalism
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Physical Requirements

- Ability to stand, walk, and move quickly throughout the school day
 - Ability to lift to 50 pounds occasionally
 - Ability to assist or intervene in crises when necessary
 - Ability to accompany students throughout the building and community settings
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Work Environment

- School setting with frequent activity and noise
 - May include exposure to challenging student behaviors
 - Requires flexibility, responsiveness, and collaboration throughout the day
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Additional Information

- Position is in-person only (no remote work)
- Regular attendance is required
- Must be able to supervise students at all times when present