



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

COORDINATOR FOR TRANSITION AND FAMILY SERVICES

- Qualifications:**
1. Master's degree or higher from a recognized, accredited college or university;
 2. Valid Texas supervisor's or licensed professional counselor certificate, preferred;
 3. Minimum of four (4) years of successful teaching/supervisory/counseling experience; and
 4. Demonstrated skill in leading, motivating, and cooperating with others.

Terms of employment: Probationary/Term Contract: 230 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010
Pay Grade Administrative/Professional (AP) 116

Minimum	Midpoint	Maximum
\$61,157	\$72,807	\$84,454

Inquiries should be made to: Jane Flinn
Director of Special Education
Phone: 281-897-6430
E-mail: jane.flinn@cfisd.net

Applications accepted online. For information: Human Resources
10300 Jones Road, Suite 238
Houston, Texas 77065
Phone: 281-517-2680 Fax: 281-517-2826
e-mail: patricia.eaves@cfisd.net

J.H.

[Apply online](#)
Category: 19-Coordinator (Job # 5203)

Deadline for application: December 10, 2009 or until filled
09-coordtrans/famserv

ESSENTIAL FUNCTIONS:

1. Implement transition process and services from infant services and PPCD through graduation.
2. Oversee compliance in the area of transition and graduation for the State Performance Plan and Performance Based Monitoring and Analysis System.
3. Serve as a liaison between families, the school, and community resources.
4. Assist families in referrals to and accessing service with community agencies.
5. Transition students returning from court appointed placements.
6. Implement the district's Child Find process.
7. Conduct follow-up on graduates at one, three, and five years.
8. Assist with the Special Education Parent Advisory Committee (SEPAC).
9. Plan and conduct parent training opportunities.
10. Coordinate and monitor surrogate parent requirements.
11. Collaborate with Student Services in following up on students who are at risk for dropping out.
12. Work to recover students who have dropped out.
13. Supervise homebound services.
14. Supervise vocational adjustment coordinators.
15. Conduct multi-campus ARD meetings.
16. Coordinate interpreter services for languages other than English.