



## SCHOOL TRANSITION LIAISON

### **PURPOSE:**

Under the General supervision of the Early Start Unit, the School Transition Liaison will focus on developing collaborative partnerships with local school districts and other agencies to achieve effective and timely school transitions that promote inclusive options for regional center children transitioning to preschool or kindergarten. This position will not carry cases. The individual will help the regional center establish procedures and policies that further the recommendations of the statewide Part C to B for CA Kids Workgroup, established pursuant to [Senate Bill 75](#), to improve family engagement and supports during the transition to educational services.

### **NATURE OF WORK:**

The School Transition Liaison assists students with disabilities and their families in obtaining services necessary to transition to pre-school or kindergarten. The responsibilities of the School Transition Liaisons include, but are not limited to:

1. Serving as the regional center's primary point of contact for interagency collaboration regarding school transitions of consumers up to age 5;
2. Facilitating coordinated efforts within the regional center to meet Part C to B transition requirements;
3. Establishing recommended practices for family engagement during transitions in collaboration with the regional center's diverse communities and stakeholders. This includes gathering information about families' concerns and/or the barriers faced during the transition and recommending changes in policies, procedures, and practices to address those concerns and barriers;
4. Assisting with regional center efforts to improve family connections with Local Educational Agencies;
5. Educating families on the school transition process;
6. Assisting the regional center with the development of materials that regional center staff can use to improve the transition process;
7. Identifying promising transition practices to assist the regional center;
8. Monitoring implementation and supporting the continuous improvement of the transition policies and procedures outlined in local memorandums of understanding (MOU) between the regional center and Local Educational Agencies; and,
9. Participating in regular Part C to B coordination calls with the Department of Developmental Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

To qualify for the School Transition Liaison role, the individual must enjoy working with and assisting individuals diagnosed with a developmental disability. Specifically providing early intervention services for infants and toddlers.

The role also requires a minimum of a bachelor's degree in a field that offers content related to developmental disabilities. For example, social work, psychology, counseling, or special education. And three years' employment in a field related to developmental disabilities. Experience working in a California Regional Center is required. Expertise in Early Start programs and/or Head Start is highly preferred.

**SPECIAL REQUIREMENTS:**

Possession of a valid California driver's license, and minimum legal automobile liability insurance required. Must be able to provide personal automobile transportation during working hours and after-hours emergencies or access to another form of reliable transportation that meets these minimum legal requirements.

Specific experience and/or education in one or more of the following areas may be required:

- Cultural Competence
- Special Education
- Child Development
- Clinical Counseling
- Sociology
- Social Justice
- Developmental Psychology

This position will primarily be based in the office; however, remote work may also be available.

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire; also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

**SUBMIT INTEREST:**

If interested, please submit your resume and cover letter to [jobs-wrc@westsiderc.org](mailto:jobs-wrc@westsiderc.org) with the title of the position on the subject line.