

## **TRANSITION COACH CONTRACT – FY 2013-2014**

INTENT: The School Board of Clay County, Florida contracts with Patricia Becton, (“Contractor”), a qualified individual, to provide part-time transition coach services in accordance with the terms and conditions as contained herein.

QUALIFICATIONS: Contractor is knowledgeable of the regulations impacting students with disabilities, has experience as an advocate for such students, and experience with college requirements, faculty, and staff sufficient to justify a contract with her as a provider and trainer. Direct and consultation services provided by Contractor shall commence **July 1, 2013** and end **June 30, 2014**.

BACKGROUND: Transition services for students with disabilities are required under the Individuals with Disabilities Education Act (IDEA). The Transition Coach is contracted to fulfill the responsibilities in the attached job duties included in Appendix A. The major activities that may augment, promote and support the enrollment of students with disabilities on the college campus are to be identified by the ESE Director and Contractor from potential areas of contribution to district ESE services, including:

- a. Collaborating with disability coordinators on local college campuses
- b. Assist individual students with the transition to college
- c. Assist school and college professionals
- e. Communicate with parents
- f. Build community support

### THE PARTIES AGREE AS FOLLOWS:

1. Hold harmless – contractor shall indemnify and hold harmless the School Board of Clay County from any and all claims and causes of action against the School board arising out of the performance of these services by the Contractor.
2. Contractor shall maintain a log, reporting the time spent in the performances of authorized services rendered. This log, along with a statement of services rendered by the Contractor shall be submitted to the School Board for payment each month.
3. Contractor shall ensure compliance with Title VI of the Civil Rights Act of 1964.
4. Contractor agrees to enroll in E-Verify. All new employees assigned by the Contractor to perform work pursuant to this contract shall have their citizenship verified through E-Verify and shall be verified as employment eligible within 3 business days of hire. Said verification shall be supplied to the School Board upon receipt.

5. Contractor shall provide services consistent with the highest degree of professional care in compliance with all requirements imposed by the Florida State Department of Education and any other applicable regulatory agency.
6. Contractor shall comply with all policies and procedures established by the District School Board of Clay County relevant to ESE procedures, advocacy, and training.
7. All services rendered by Contractor shall be preauthorized by the School Board of Clay County's Director of Exceptional Student Education or a Designee, in keeping with State and Federal Statutes.
8. This Contract will cover the **2013-2014** school year with the option to renew for additional periods by mutual agreement in writing.
9. Contracts shall not be accepted from individuals presently under employee contract with the School District of Clay County.
10. The individual or entity named herein and identified as "Contractor" shall at all times be considered an independent contractor and shall not be considered to be an employee of The School Board of Clay County, Florida (named herein as the School District). Contractor shall carry proper identification. Prior to entering upon any Clay County School District school campus or having contact with any Clay County student, Contractor shall, at contractor's expense, submit to and pass a level 2 background check, including fingerprinting, as is required by Fla. Stat. 1012.465 and 1012.467.

DEFAULT: The School District of Clay County may, by written notice to the contractor, terminate this contract with 30 days notice. Likewise, the contractor may terminate this Agreement by 30 days notice to the School District of Clay County. The School District of Clay County shall be sole judge of non performance. Duties and responsibilities shall be agreed upon by the contractor and ESE Director based on IDEA grant guidelines.

#### DISTRICT RESPONSIBILITIES:

The district agrees:

1. To designate the ESE Director to provide supervision to, and direction of, the Transition Coach and to approve all drafts, final products and invoices for payment.
2. To review the draft brochures, data collection instruments, plans and reports, and to complete activities in accordance with the specification and time line agreed upon by the ESE Director and Transition Coach.
3. To arrange all meetings through written and oral communication within the district.

4. To provide the Transition Coach with requested data from various district departments.
5. To conduct other such tasks as to facilitate product development and technical review of products.

COMPENSATION:

1. The transition coach will be compensated at \$40.00 per hour. Hours shall not exceed thirty (30) per month, without prior approval from the ESE Director.
2. Invoices shall be submitted to the ESE Director as activities are completed. Invoices shall be paid in accordance with the Local Government Prompt Payment.
3. The School Board agrees to reimburse mileage to and from schools and universities at the current approved rate.
4. The terms and conditions of School Board’s purchase order are incorporated herein by reference.

RESPECTFULLY SUBMITTED:

\_\_\_\_\_  
Patricia Becton, Transition Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved: Terry D. Roth, ESE Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved: The School Board of Clay County, Florida  
Carol Studdard, Chairman

\_\_\_\_\_  
Date

It is recommended that you examine all Contract requirements thoroughly. Any questions you have should be directed as follows:

Terry D. Roth, Director  
Exceptional Student Education  
(904) 284-6509

APPENDIX A  
TRANSITION COACH JOB DUTIES:

The following job/contract duties for transition coach services are assumed through contracting of a qualified individual, part-time, to carry out these transition coach services in the district, via the IDEA Discretionary Supplement Grant and/or other district general revenue or special revenue funds. The Transition Coach will collaborate with ESE Specialists and be responsible to the ESE Director.

Job/Contract Duties - ESE Transition Coach

1. Coordinate with local high school personnel to support the dual enrollment of students with disabilities in area colleges.
2. Coordinate with disability coordinators at area colleges to ensure the smooth transition of students with disabilities into campus life.
3. Monitor student performance on the high school and college campus.
4. Support individual students with disabilities through the process of accessing appropriate accommodations on the college campus.
5. Collaborate with families of students with disabilities to access needed post-secondary services.
6. Assist individual students to acquire necessary organizational strategies for academic success.
7. Suggest topics for workshops for professionals on effective practices to support the transition to post-secondary college enrollment.
8. Perform other duties of a similar nature or level as assigned by the ESE Director.