



## Students in Transition Coordinator

### Purpose Statement

The Students in Transition Coordinator supports the instructional program by ensuring the academic success of students in transition (e.g., homeless students and unaccompanied youth). This role involves providing guidance in academic, social, and daily living skills, developing leadership skills and community involvement opportunities, training on McKinney-Vento legislation, activating a homeless liaison network, and offering educational support through case management and collaboration across programs.

### Supervisory Relationship

Reports to: Assistant Superintendent

### Essential Functions

- **Enrollment Assistance:** Assist homeless families and unaccompanied youth enroll in school, ensuring they receive academic assessments and opportunities.
- **Service Projects:** Coordinate service projects to develop students' leadership skills.
- **Case Plans:** Develop and coordinate case plans with service providers and schools, ensuring the educational needs and rights of homeless children and unaccompanied youth are met.
- **Collaboration:** Facilitate positive working relationships between schools, service providers, families, and youth to coordinate related services.
- **Meetings and Workshops:** Facilitate and attend meetings, seminars, and workshops for students, school staff, and agency partners to convey information and develop community involvement opportunities.
- **Program Development:** Initiate new program components to enhance community support quality.
- **Communication:** Interact with students, parents/guardians, and teachers to communicate information and acquire knowledge.
- **Data Management:** Manage data collection and entry to ensure accuracy and compliance with district and state requirements.
- **Tutoring Coordination:** Obtain tutors to enhance educational skills for students in transition, coordinating the academic component of the case plan with tutors and school staff.
- **Documentation:** Prepare various documents, reports, and written materials to communicate information, provide written support, develop recommendations, and ensure compliance with district and state regulations.
- **Case Oversight:** Provide case oversight throughout the school year by working with case managers, conducting assessments, and providing resources and referrals.
- **Program Management:** Oversee the Students in Transition (SIT) Program, including hiring, orientation, evaluation, professional development of staff, grant activities, budget management, and monthly reviews with the Special Education Director.
- **Staff Placement:** Oversee the placement of staff and volunteers and manage grant activities to ensure adequate staffing for program objectives.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements

#### Skills

- Apply pertinent codes, policies, regulations, and laws.
- Communicate with individuals from varied cultural and educational backgrounds.

- Operate standard office equipment.
- Prepare and maintain accurate records.
- Perform standard clerical procedures.

### **Knowledge**

- Basic math, including calculations using fractions, percentages, and ratios.
- Read technical information, compose various documents, and facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Knowledge of McKinney-Vento legislation and community resources.

### **Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work with others in various circumstances.
- Utilize job-related equipment and standardized methods.
- Work with diverse individuals and groups.
- Independently solve problems and create action plans.
- Adhere to safety practices.
- Pay attention to detail.
- Meet deadlines and schedules.
- Work under time constraints.

### **Responsibilities**

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize significant resources from other work units. Continually impact the organization's services.

### **Work Environment:**

Occasional lifting, carrying, pushing, and pulling. Frequent stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 25% sitting, 25% walking, and 50% standing. Performed in a hazard-free and clean environment.

### **Experience**

Job-related experience with increasing levels of responsibility is required.

### **Education**

Bachelor's degree in a job-related area.

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability.

### **Continuing Education/Training**

Maintain certificates and licenses.

### **Clearances**

Criminal Justice Fingerprint/Background Clearance.

### **FLSA Status**

Exempt

### **Salary Grade**

PE

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