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## Job Description

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<b>POSITION TITLE:</b>	<b>Student Services Transition Specialist County Operated Schools and Programs</b>	<b>#2435</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range 31</b>	

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a high school diploma or equivalent. General knowledge of forms and statistics. Training in the use of various recordkeeping and case management techniques.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Three years of varied and progressively responsible experience involving student services in the areas of enrollment and data reporting. Three years of experience working with students, parents, educational agencies, and community outreach agencies. Pursuing an advanced degree in the educational or criminal justice field. Knowledge of student attendance laws, enrollment, and state reporting requirements and guidelines. Proficiency on computer student information systems. Excellent record-keeping techniques. Experience working in student services for a school district or county office of education. Experience working with at-risk youth and the juvenile courts system. Ability to read, write and speak Spanish.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of Federal and State laws involving education, California Education Code, and department policies and procedures relative to student services. Ability to analyze student data and prepare accurate records and reports. Ability to carry out oral and written directions; write correspondence independently; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; be flexible and receptive to change. Ability to understand laws, policies, pertaining to student admissions in post-secondary or vocational programs. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under the direction of the Court and Community School Administrator and Director of Student Services, monitor enrollment, process and prepare enrollment reports for County Operated Schools and Programs. Assist in all aspects of student services-transitioning services. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Facilitate in the evaluation, transfer of education records, transitioning planning and immediate enrollment of pupils in public schools upon exiting court and/or community schools.

2. Complete tasks within established timelines and reporting periods.
3. Monitor daily attendance and enrollment.
4. Communicate and work closely with probation and school officials.
5. Actively participate and attend regular scheduled multi-disciplinary team meetings.
6. Assist in monitoring, identifying, planning and organizing student transition plans.
7. Assist in conducting school visits, including referring students and/or parents to various social service/community agencies.
8. Assist in establishing controls and audit trails within the student information system to ensure completeness and/or accuracy of data and reports.
9. Acts as the liaison for students, families, school districts and other related agencies.
10. Maintain strict confidentiality on all job-related matters.
11. Input data on student demographics.
12. Make mathematical calculations with speed and accuracy.
13. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
14. Perform other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

11/14/2016 sc