

Job Title: **Secondary Transition Facilitator**
 Job Family: **ParaEducator Specialists**
 Pay Program: **Classified**
 Typical Work Year: **9 months**

Job Code: **060425**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 10**

SUMMARY: Work with teachers, administrators, parents and students to help successfully transition students into secondary school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. With a particular focus on linguistically and culturally diverse sub-populations, meets with and mentors students to support a successful transition to secondary school. Implements motivational strategies to facilitate effective social skills, regular attendance and academic proficiency. Works directly with students, individually and in groups, to develop organizational/study skills and other behaviors known to facilitate success in secondary school and beyond. Identifies student needs and aligns available resources, including community resources, to address needs with a particular focus on students subject to a range of risk-factors. This includes but is not limited to newcomer, special education and homeless students. Meets regularly with parents, students, teachers, counselors and administrators to address problem issues and mitigate barriers to student success. May work with students of all grade levels throughout their time in secondary school.	D	45%
2. Participates directly in communication between students, teachers, counselors, principals, parents and others, including language translation as necessary, to assure accurate mutual understanding and comprehension of needs, issues and actions. Assists with supplemental educational services and classes designed to address culture and language barriers and close achievement gaps. Build rapport and maintain regular contact with student/families. May support and assist the office staff as necessary.	D	15%
3. Collect and analyze student data such as academic progress and attendance. Outreach to students and families and coordinate efforts to re-engage the student with the goal of developing an actionable plan.	W	15%
4. Mentors students based upon the needs communicated by teachers and/or administrators. Collaborate with outside community organizations that may be able to serve as support for students and families to increase opportunity for academic success.	D	15%
5. May give tours to incoming students. Assists with Orientation Night for new students and their parents. Assists counselors as necessary with visits to feeder schools to introduce new students to the school.	W/A	5%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of one year of experience in working with students.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to control, engage and work with students individually and in-group settings.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.

- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Bilingual fluency in Spanish and English preferred.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal / Assistant Principal – Secondary	3081

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for expenses within a program budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers, to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	