

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Court and Community Schools Transition Specialist (Title I)

DEFINITION

Under the supervision of an administrator and as part of a team, assists in providing transition services for court and community school students; assists staff with recordkeeping, instructional assistance, and interaction and communication with students, staff, parents, guardians, and other agencies.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program Support

Provides one-on-one and group instruction; supervises students in class setting as directed by staff; models appropriate behavior; adapts materials to meet specific needs and learning styles; evaluates student progress and shares with staff; assists in the physical setup and cleanup of the classroom for group instruction, projects, and activities; assists staff with daily and weekly lesson/work plans and follow-through; operates standard office and classroom equipment; maintains awareness of physical and emotional changes in students and reports concerns to staff; provides training in maintaining transition accountability according to state and federal standards; attends in-services and staff meetings as required.

Service Coordination

Maintains a caseload of students; acts as liaison for students, families and other related agencies involved in the transition process; provides information and support; assists students in completing various forms and obtaining documents for transition, training, and education; provides interventions when necessary; conducts a variety of risk/needs assessments; assists in developing Student Success Plan (SSP); as part of a team, participates in collaborative meetings with staff and agencies to provide information and recommendations.

Recordkeeping

Assists staff in maintaining accurate records and reports for Title I compliance including attendance records, student progress, pertinent information, transcripts, intake files/records, incident reports, and various related forms; ensures students are properly enrolled in transitioning to schools; assists in ordering and maintaining classroom supplies, equipment, and materials; prepares class lists, schedules, and other documents.

Communications

Communicates with students, parents, guardians, district and SCOE staff, and other agencies as directed by the administrator or other staff; develops and maintains a professional rapport with program staff; demonstrates sensitivity to needs of students; conducts workshops for families and students on transitions to their resident high school or post-secondary options; maintains confidentiality of information regarding students.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described; a typical qualifying background would include coursework in Education, Social Sciences, Psychology, Criminal Justice or related field; previous experience instructing/facilitating groups of children or adults; experience working with at-risk/high-risk students.

Knowledge of:

General activities and functions of a Juvenile Court and Community Schools program; challenges, behaviors and needs of at-risk populations; basic research techniques; and standard software applications.

Skill and Ability to:

Read and understand instructions, manuals, and guides; communicate effectively in both oral and written forms with diverse populations; successfully supervise and motivate students; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; utilize behavior management; conduct academic testing; adapt to individual needs of staff and students and work with interruptions; respond quickly in emergency situations; understand and maintain confidentiality of student information; perform general clerical duties including recordkeeping and filing; accept, understand, and relate to students who have behavioral, emotional, learning, or physical disabilities; be trained in safety/security and behavior management procedures; use a computer to maintain various databases, create certificates and flyers, and conduct online research; use standard office and classroom equipment.

Approved by Personnel Commission 6/14/11