

Sacramento County Office of Education Job Description

Classification Title: Court and Community Schools Transition Specialist

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, 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; provides individual tutoring as needed; adapts materials to meet specific needs and learning styles; evaluates student progress and shares with staff; issues detentions as needed; maintains confidentiality of student information and records; 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 support to students transitioning into employment; provides interventions when necessary; conducts a variety of academic and risk/needs assessments; assists in developing Student Success Plan (SSP) and student portfolios; provides community resource information, including but not limited to: housing, hunger, public assistance, or employment; 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 legal compliance including: attendance records, student progress, behaviors, pertinent information, transcripts, intake files/records, immunizations, Individual Education Program (IEP) if needed, incident reports, and various related forms; ensures students are properly enrolled in transitioning to schools; updates information to PowerSchool database to reflect current student enrollment; prepares class lists, schedules, and other documents.

Communications

Communicates with students, parents, guardians, district, County Probation, 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; provides student exit follow-ups; 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 youth or adults; experience in working with students who face challenges to their academic and social success.

Knowledge of

General activities and functions of a Juvenile Court and Community Schools program; behaviors and needs of students who face challenges to their academic and social success; positive behavioral support; high school coursework and graduation requirements, college entrance requirements, and matriculation information; community resources for students and families; basic research techniques; video conferencing platforms and standard software applications including database management.

Skill and Ability to

Read and understand instructions, manuals, and guides; interact and communicate effectively in both oral and written forms with individuals from diverse cultural and socioeconomic backgrounds; successfully supervise and motivate students; follow instructions with minimum direction; follow and give clear directions; prepare and explain documents related to student performance; work independently and make decisions within the framework of established guidelines; work without immediate supervision in 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; maintain various databases, create certificates and flyers, and conduct online research; use standard office and classroom equipment.

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