



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION TRANSITION SPECIALIST - JJC

DEFINITION:

Under the supervision of an administrator and as part of a team, assist in providing a full range of specialized and technical duties relating to students attending the Juvenile Justice Center Court School (JJC); assist staff with attendance and various record keeping duties, provides instructional assistance as needed, communicates and interacts with students, staff, parents, guardians, and partner agencies. Act as liaison for students, families, and other related agencies involved in the transition process.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

Record Keeping and Analysis:

- Establish and maintain filing and record keeping systems including databases. Revise as necessary.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Assist staff in maintaining accurate records and reports for legal compliance including attendance records, student progress, behaviors, pertinent information, transcripts, intake files/records, immunizations, attendance, grade reports, incident reports, and various related forms.
- Ensure students are properly enrolled in transitioning schools; update information to database to reflect current student enrollment; prepare class lists, schedules, and other documents.
- Provide orientation, schedule students in courses, and provide other school learning support including posting student information such as term grades, discipline records or other records to the student information system.
- Prepare and verify records for student release and make placement/transition arrangements in collaboration with parents/guardians with receiving school districts, to comply with SB 1111 and AB 2276.
- Request and release student records and receive referrals from a variety of agencies including local school districts, Department of Human Services, Probation Department, colleges and universities, branches of the military, and other agencies.
- Post and keep current incident records in student information system.

Service Coordination and Program Support:

- Assist students in completing various forms for orientation, enrollment, and obtaining documents for transition, training, and education; provide interventions when necessary.
- Under the guidance of the teacher, supervise students in class setting, model appropriate behavior; provide individual or small group intervention/tutoring as needed; adapt materials to meet specific needs and learning styles; evaluate student progress and share with staff; monitor behavioral program.
- Maintain confidentiality of student information and records.
- Conduct a variety of academic and risk/needs assessments; assist in developing student success plan and portfolios; provide community resource information.
- As part of a team, participate in collaborative meetings with staff and agencies to provide information and recommendations.
- Assist with student placement while enrolled at JJC based on student's personal learning plan, transcript, referral, and case history information.



Tehama County Department of Education
Job Description
Transition Specialist – JJC

- Conduct student admissions, enrollment to include setting appointments, parent/student conferences and assessment, and support counselors and other learning support staff in the creation of personal learning plans for students.
- In coordination with high school counselor, stay current regarding high school graduation requirements, college entrance requirements, and matriculation information.
- Research, and provide information regarding advanced education opportunities and scholarships, vocational training, and/or employment requirements and opportunities.
- Administer practice tests to students preparing for state-sponsored, high school equivalency exams.
- Provide training in maintaining transition accountability according to state and federal standards.
- Attend in-services and staff meetings as required.

Communications:

- Compose and prepare a variety of correspondence, documents, reports, master schedules, and forms.
- Communicate verbally to effectively explain technical information to persons of various social, economic, cultural, and education.
- Conduct 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.
- Effectively apply interviewing and listening techniques to obtain information from students in various emotional states.
- Convey student information to JCCS teachers and facility staff.

Secretarial:

- Perform a variety of technical and complex secretarial duties.
- Serve as the receptionist, greeting, and directing individuals for the JJC program.
- Receive, sort, and screen individual department incoming and outgoing mail. Screen telephone calls, giving information and composing replies to those items that do not require administrative attention.
- Develop and prepare materials for duplication and printing.
- Prepare purchase orders and maintain inventory of office supplies and materials for the JJC program.
- Make arrangements for travel and professional development. May attend meetings when necessary.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Operate standard office and classroom equipment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in business and/or accounting or relevant computer software applications programs.
- Three (3) years of responsible secretarial experience; preferably in an education setting.
- Previous experience instructing/facilitating groups of children or adults preferably with at-risk/high-risk students.
- Any combination of training and experience which demonstrates the ability to perform the duties and responsibilities described.
- Associates Degree in Social and Behavioral Science preferred.

KNOWLEDGE OF:

- Basic research techniques.
- Modern office practices and procedures and operate office equipment skillfully and efficiently.



Tehama County Department of Education
 Job Description
 Transition Specialist – JJC

- General activities and functions of a Juvenile Court and Community Schools program.
- Challenges, behaviors and needs of at-risk populations.
- High school graduation requirements and college entrance requirements and matriculation information.
- Community resources for students and families.
- Standard software applications including database management.

ABILITY TO:

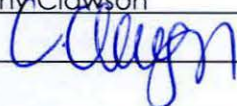
- Maintain confidentiality.
- Perform a variety of clerical and general office support duties.
- Execute proper English usage, spelling, and punctuation.
- Understand use and stay current with a variety of computer programs (Microsoft Word, FileMaker Pro, PageMaker, Excel, Aeries, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Understand and follow oral and written directions.
- Assemble, organize, and prepare data for records and reports.
- Compile and report student and teacher data through the CALPADS, CALTIDES, and/or other state reporting systems.
- Understand and operate numerical, alphabetical and electronic filing systems.
- Write clear, concise and grammatically correct reports, records, and letters.
- Communicate with students, parents, guardians, district, County Probation, and TCDE 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.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Use patience, tact, and courtesy in dealing with persons experiencing difficulties and emotional stress.
- Maintain awareness of surroundings, safety needs, physical and emotional changes in students, and report concern to staff
- Operate standard office equipment including a computer, calculator and applicable software.
- Understand long-term and short-term goals of the JJC program.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: May 21, 2021	Revised: 6/4/21
APPROVED	
Print Name: Chiny Clawson	Title: Director, Human Resource Services
Signature: 	Date: 6/4/21