

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATION NAVIGATOR – ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Alternative Education Department Administrator, the Education Navigator – Alternative Education, facilitates the Individual Transition Plan (ITP) process for justice-engaged students enrolled in SCCOE court schools. The Education Navigator – Alternative Education is responsible for the facilitation of the ITP process, including coordinating meetings associated with the ITP, completing related interviews, documenting process and procedural outcomes, analyzing data as it pertains to the ITP process, and collaborating with agencies to ensure the successful transition of students to school of best fit. The Education Navigator – Alternative Education works with students and parents/guardians to develop a plan and strategy for re-enrolling students in school; builds positive and productive relationships with students and leverages those relationships to monitor and implement interventions as needed to ensure a successful transition as student leaves court school.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates with outside agencies, including Probation, Alternative Education Transition Planning Team, Community Liaison, school counselor, social service workers, parents or guardians and community partners to develop an IITP for each student.

Coordinates regular meetings to support the ITP process; completes related interviews; accurately documents the process and procedural outcomes.

Develops a supportive and trusting relationship with justice-engaged students and identifies any academic and/or social emotional issues that might impact student success at their school of origin or next school placement.

Works closely with students and parents/guardians to develop a plan and strategy for re-enrollment to a school; establishes academic and career goals to include in their ITP.

Collaborates with district personnel to coordinate school site visits; accompanies students and parents/guardians to visits as appropriate.

Communicates with district and school site personnel to complete student enrollment; assists students and parents/guardians with the completion of required enrollment forms; meets enrollment timelines accordance with associated State and Federal regulations.

Maintains accurate records of ITP process for each student to support data analysis throughout the school year.

Utilizes assigned software and databases to monitor student attendance, academic performance, and behavior following placement; gathers, organizes, and maintains data records to assist in the assessment of student success.

Follows-up on the outcome of student placement; collaborates with the ITP team to suggest and implement interventions as needed to ensure a successful transition from court school to the school of best fit; checks-in monthly with students and families to strengthen established relationships and note any changes in program or options related to school of best fit.

Attends and actively participates in a variety of meetings as assigned, including scheduled multi-disciplinary team meetings.

Supports partnerships with community agencies; maintains ongoing contact to share information as appropriate.

Provides information and associated materials to students and parents/guardians related to community services, social services, and local resources; refers student, parents/guardians to local agencies as appropriate.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Program objectives and functions.

Safety practices and procedures.

Demographics of the community.

Multi-cultural communication.

Individual Transition Plans (ITP).

Education code and Federal and State regulations.

Community and governmental resources, educational programs, a variety of community resources and social networks.

Problem needs and behavior patterns of at-risk students and disadvantaged groups.

Principles and practices of confidentiality.

Business telephone etiquette.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal relations skills using tact, patience, and courtesy.

Record-keeping, reporting and filing techniques.

ABILITY TO:

Develop strong, empathic relationships with students and their families.
Recognize and value diversity and be culturally responsive to the population served.
Work with minimal supervision outside of formalized, central office setting.
Ability to maintain detailed records of student outcomes and activities.
Coordinate efforts of various social service agencies and community organizations.
Effectively organize and prioritize work assignments.
Conduct community outreach.
Effectively communicate orally and in writing.
Understand multiple step instructions.
Read, interpret, and explain written procedures.
Use proper spelling and grammar.
Perform basic math, including calculations using fractions, percent, and/or ratios.
Perform work using assigned equipment and software programs, such as those included in the Microsoft Office suite.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in counseling, Psychology, social work or closely related field and three years of experience in educational service, community-based resources, or human relations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license is required.
Driving record which meets the County Office of Education's insurance requirements.

WORKING CONDITIONS:

Work flexible hours to meet needs of families and attend evening meetings.

ENVIRONMENT:

This job is performed generally in an office setting, at school sites and may include brief home visits as needed.
Minimal temperature variations.
Generally, hazard free environment.
Clean atmosphere.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting, walking, and standing.
Occasional lifting, carrying, pushing and/or pulling.
Climbing and balancing.
Stooping, kneeling, crouching and/or crawling.
Reaching, handling.
Use hands and fingers to operate a desktop computer or other office equipment.
Speak clearly and distinctly to answer telephones and provide information.
See to read fine print.
Hear and understand voices over telephone and in person.

Approved by the Personnel Commission: July 14, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 07/14/21