

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TRANSITION COORDINATOR - AED

BASIC FUNCTION:

Under the supervision of the Director III – Alternative Education, interviews and enrolls students transitioning from District schools to Alternative Education schools; provides information to parents to assure student success in completing goals; tracks student achievements and progress and submits related reports; facilitates the return of students to district schools.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews and inputs student data and enrollment documents into an assigned database in accordance with established guidelines, policies and procedures; receives and processes school district releases for student Alternative Education enrollment.

Schedules intakes for new students and families to gather and provide information to facilitate student enrollment in Alternative Education schools.

Researches, evaluates, processes, and complies, student transcripts; prepares transcript worksheets and converts student credits from external districts to equivalent department credits.

Processes students for graduation, collects and verifies completion of graduation requirements.

Responds to requests from outside agencies regarding student transcripts, diplomas and other information in accordance with applicable laws, codes, rules and regulations; responds to requests from school districts regarding enrollment data for past and present students.

Collaborates with appropriate staff to obtain truancy data within community schools; assists legal counsel with facilitating truancy mediation meetings.

Communicates with school district student services representatives to facilitate return of students from Alternative Education sites.

Processes student information and maintains databases, records, and files related to students and assigned activities; enters and maintains student records and grade reports.

Prepares and maintains a variety of correspondence, reports, including narrative, quantitative, and statistical reports.

Communicates with and provides information to administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Advises teachers of student information; serves as a resource and provides guidance to staff in matter related to student records management and associated laws, rules, regulations, and policies.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws governing Foster and Homeless Youth, including AB167.

Policies, procedures and practices of the Alternative Education Department.

AED approved courses.

Board approved graduation requirements.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Review and input student data and enrollment documents into an assigned database.

Schedule intakes for new students and families to gather and provide information.

Respond to requests from outside agencies regarding student transcripts, diplomas and other information.

Collaborate with appropriate staff to obtain truancy data within community schools.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in social work, psychology, child development, or a related field, and two years of office experience in a student or educational services program, experience working with at-risk student population is highly preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

HAZARDS:

Exposure to dissatisfied or abusive individuals.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16