

## **Students in Transition Coordinator**

### **Purpose Statement**

The job of Students in Transition Coordinator is done for the purpose/s of providing support to the instructional program with specific responsibilities for ensuring students' academic success by providing guidance in academic, social and daily living skills to students in transition (e.g. homeless students and unaccompanied youth); developing students' leadership skills and community involvement opportunities; training of McKinney-Vento legislation; activating a homeless liaison network; providing educational support through case management; and providing collaboration across programs to maximize resources and service delivery without duplication.

This job reports to Assistant Superintendent

### **Essential Functions**

- Assists homeless families and unaccompanied youth to enroll in school, receive academic assessments and opportunities through the school and/or external agencies for the purpose of ensuring barriers that would preclude students from enrolling and/or attending school are addressed.
- Coordinates service projects for students for the purpose of developing students' leadership skills.
- Develops and coordinates case plans with service providers and schools (e.g. academic, social and daily living skills for students residing in shelters, etc.) for the purpose of ensuring the educational needs and rights of homeless children and unaccompanied youth are met.
- Facilitates positive working relationships between schools, service providers, families and youth (e.g. outreach, community support, tutors, youth workers, training and development of new program services, etc.) for the purpose of coordinating related services.
- Facilitates and/or attends meetings seminars and workshops for students school staff, and agency partners (e.g. presentations on the causes and effects of homelessness, educational rights and needs of homeless children, etc.) for the purpose of gathering and/or conveying information and developing opportunities of community involvement for students.
- Initiates new program components for the purpose of enhancing the quality and comprehensiveness of community support.
- Interacts with students, parents/guardians, teachers for the purpose of communicating information and acquiring knowledge.
- Manages data collection and data entry for the purpose of ensuring accuracy, in compliance with District and State requirements.
- Obtains tutors, as needed, to enhance the study and educational skills for students in transition for the purpose of coordinating the academic component of the case plan with tutors and school staff.
- Prepares a variety of documents, reports and written materials (e.g. data reports to district liaison supervisor from collaborative service providers, grant data and informations, etc.) for the purpose of communicating information to parents and staff, providing written support, developing recommendations and conveying information in compliance with District and State regulations.
- Provides case oversight throughout the school year (e.g. works with case managers from other agencies and schools, conducts assessments, provides resources and referrals, etc.) for the purpose of meeting educational rights and needs of students.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment; preparing and maintaining accurate records; and performing standard clerical procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: McKinney-Vento legislation; and community resources.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; attention to detail; meeting deadlines and schedules; and working under time constraints.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

### **Required Testing:**

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**

PD