CLASS TITLE: INDUCTION/TRANSITION SPECIALIST

BASIC FUNCTION:
Under the direct supervision of the Principal, the Induction/Transition Specialist coordinates the student entrance and exit from county court and community school programs. The Induction/Transition Specialist position will provide guidance, support, and resources for students entering and transitioning from Ventura County Community and Court School programs to other school placements. This job class performs a variety of difficult activities, interprets complex rules, regulations, polices and procedures, communicates with district and county school district staff, and provides explanations for compliance to parents, staff of county school districts and districts.

REPRESENTATIVE DUTIES:
Meet with incoming students to establish individual learning goals that will lead to students’ successful transition to a county program. E

Provide an induction program for students enrolling in court and community schools. E

Coordinate the student testing program and perform clerical and technical duties to assure that tests are scheduled, conducted, scored, recorded, and reported according to established procedures and timelines. E

Selects, trains, and orients others to assist in the administration of various tests. E

Develop portfolios of student progress to monitor academic and behavioral gains. E

Provide educational and vocational consultation and guidance for students during the transition from Ventura County juvenile institutions to a community school. E

Maintain contact with released or transferred minors through appropriate follow-up, and provide ongoing support for students as they enter other education settings. E

Act as a liaison between students and court and community school teachers and administrative staff. E

Collaborate with probation department staff to address student educational and vocational planning. E

Contact appropriate public and private agencies to facilitate the individual minor’s educational and vocational plans. E

Consult with court and community school enrollment technicians to assist and ensure a smooth transition in school enrollment. E

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Coordinate with district staff to assist students with enrollment procedures. 

Maintain appropriate student records to document, evaluate, and make recommendations regarding the effectiveness of the program. 

Maintain program records including spreadsheets, program evaluations, and state reports. 

Communicate with parents, students, administrators, site staff, supervisor, and other state and community agency representatives in person and by telephone. 

Perform related duties and responsibilities as required. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Effective strategies related to working with at-risk youth.
- Principles and procedures of educational testing.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record keeping, filing and proofing techniques.
- County organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Oral and written communications skills.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Operation and use of computer terminal and office machines.

**ABILITY TO:**
- Plan, schedule and coordinate a District and State K-12 assessment program.
- Learn pertinent procedures and functions quickly and be able to apply them without immediate supervision.
- Prioritize and organize work assignments for supervised staff to provide for effective use of time completion of tasks.
- Communicate effectively with staff, students and parents in a clear, concise and consistent manner.
- Work confidentially with discretion.
- Supervise and train employees.
- Establish and maintain effective working relationships with those contacted during the course of the work performed.
- Analyze and evaluate implementation of the testing program to provide strategies and ideas for improvement if needed.
- Organize, write and complete documents and reports needed.
- Use complex data base and other technology.
- Meet schedules and timeline.
- Type at an acceptable rate of speed. (30 wpm).
EDUCATION AND EXPERIENCE:
Any combination of education and experience that would lead to and develop the listed knowledge, skills, and abilities is qualifying. College coursework in human services, education, sociology, or a related field is desirable.

WORKING CONDITIONS:
Multiple school sites; subject to driving to deliver and administer tests.

ENVIRONMENT:
School environment working with students with a variety of problems including drug and alcohol abuse and gang affiliations.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and assist students in instructional activities, dexterity of hands and fingers to operate a variety of instructional equipment, sitting or standing for extended periods of time. See and read fine print; depth perception to file.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.