

JOB DESCRIPTION

Job Title: *Student Transition Specialist Court Community School (9759)*

Job Summary:

Under general supervision, provides a full range of services in order to enroll, process, input, maintain, assess and explain records and information related to students attending the Juvenile Court and Community Schools (JCCS) Program.

Essential Functions:

Request and release student records and receive referrals from a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, and other agencies.

Conduct student admissions enrollment to include setting appointments, parent/student conferences and

- Techniques for developing and monitoring implementation of personal learning plans.

Ability to:

- Work with close attention to detail and accuracy.
- Collect data and prepare correspondence and reports.
- Set up and organize office files.