

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Transition Specialist - DJJ
Reports to: Administrator - Department of Juvenile Justice Center

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate in Guidance and Counseling or Social Work. Experience or educational credentials in juvenile justice or criminology or alternative education. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Management Techniques:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately. Must be able to attend meetings in the evening and at other locations.

Work Environment:

Department of Juvenile Justice Center.

Job Goal:

To provide assistance in the successful transition of students into their community.

(over)

Essential Duties and Responsibilities:

1. Assist the student in developing an exit portfolio including, but not limited to, the following:
 - * positive observational comments from teachers;
 - * certificates earned from STP groups, vocational programs, GED or other applicable tests and activities;
 - * self evaluations of their accomplishment;
 - * short and long range goals, including their vocational and academic plans after release;
 - * a resume;
 - * documentation that they have used the CHOICES program, and are aware of occupations related to their own skills and abilities including vocational evaluations and summaries;
 - * documentation of use with the FCIDS program, which lists actual job vacancies in Florida;
 - * assessments from the center including math and reading scores to assist middle school students with placement into their home school;
 - * listing current areas of remediation for students preparing for the GED who did not pass while at the center;
 - * documentation of communication with the re-entry counselor;
 - * selections from their academic classes;

NOTE: With younger students, more emphasis is placed on their continuing in public school, with an introduction to various occupations. With older students (and especially those completing their GED) more emphasis is placed on finding a job, and in looking at community college or vocational school opportunities.

2. Prepare weekly schedule of students, keeping aware of schedule changes of students.
3. Attend exit reviews of those students not in re-entry.
4. Monitor student's academic portfolio from their homeroom.
5. Coordinate with work experience instructor; helping those students who are involved in the work program (on and off campus) to develop their portfolio.
6. Talks with students individually about building positive self-esteem and activities that will help them adjust to community life back home.
7. Assist students in contacting re-entry counselor, sometimes calling re-entry counselors/case managers.
8. Assist in acquiring and maintaining appropriate materials for use in the transitional activities.
9. Abide by all policies of the Okaloosa County School Board.
10. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.