

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### COORDINATOR II – DJJ TRANSITIONS

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution. Master's Degree preferred.
- (2) Possess a valid Florida Educator's certificate .
- (3) Minimum of five (5) years successful teaching experience, preferably in a successful alternative educational program.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Professional knowledge of the current trends and research in alternative education and juvenile justice programs. Knowledge of and ability to use student database programs. Knowledge of federal, state and local policies, procedures, rules, regulations and laws related to assignment. Ability to organize, communicate, plan and disseminate information and interpretations related to juvenile justice programs. Ability to prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Director II – Alternative Education, Charter Schools & Juvenile Justice

#### JOB GOAL

To work with professional staff, the community and other governmental agencies in coordinating the school placement for all students returning from Division of Juvenile Justice programs.

#### SUPERVISES:

n/a

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Monitor and provide oversight to DJJ-Transitions program.
- \* (2) Monitor attendance, academics and discipline of students assigned to the program.
- \* (3) Work with professional staff to coordinate program with District's basic curriculum.
- \* (4) Counsel weekly with parents and school staff members regarding students.
- (5) Set up IEP meetings for ESE students and attend meetings as an active participant.
- (6) Demonstate knowledge of placement options for students
- (7) Assist Conditional Release Case Managers and Juvenile Probation Officers with progress monitoring.

##### Inter / Intra-Agency Communication and Delivery

- \* (8) Function as the liaison between the School District and the Department of Juvenile Justice.
- \* (9) Attend monthly DJJ meetings and provide pertinent school information.
- \*(10) Keep Director informed, through proper channels, of potential problems or unusual events.
- \*(11) Respond to inquiries or concerns in a timely manner.
- \*(12) Disseminate information and current research to appropriate personnel.
- \*(13) Answer inquiries pertaining to policy, procedure, record keeping, reporting and internal controls

### **Professional Growth and Improvement**

- \*(14) Attend state and regional meetings to keep well informed about current trends and best practices.
- \*(15) Provide technical assistance as requested.
- \*(16) Attend seminars, workshops and conferences designed to promote self-improvement
- \*(17) Maintain a network of peer contacts through professional organizations.
- \*(18) Develop annual goals and objectives consistent with and in support of District goals and priorities.

### **Systemic Functions**

- \*(19) Prepare routine reports in a timely and accurate manner.
- \*(20) Represent, consistently, the District in a positive and professional manner.
- \*(21) Serve on District, state or community councils or committees as assigned or appropriate.
- \*(22) Keep appropriate personnel and the Director apprised of departmental issues and concerns.
- \*(23) Create, review and/or revise a standardized educational exit plan for all in-county programs.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \*(25) Provide leadership and guidance in the development of annuals goals and objectives for assigned programs.
- \*(26) Provide leadership and direction for assigned areas of responsibility.
- \*(27) Assist in implementing the District's goals and strategic aims.
- \*(28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(29) Provide oversight and direction for cooperative planning with other agencies.
- \*(30) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(31) Provide training to School District personnel regarding the procedures of DJJ.
- \*(32) Set high standards and expectations for self and others.
- \*(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 6**

**Date of Board Approval: May 16, 2006**