

Student Transition Liaison

Definition

Work with the Student Transition Director to serve as an advocate for all students with a focus on Foster Youth, English Learners, Special Education and Low Income students so that each student receives the greatest academic and personal benefit from the learning experience as part of the District Local Control Accountability Plan (LCAP).

Essential Duties and Responsibilities

1. Work with students and parents to act as a liaison to the school site;
2. Assist the Student Transition Director as part of the Local Control Accountability Plan (LCAP);
3. Work with students, parents and community groups at school sites to identify, remedy and prevent attendance and/or academic barriers at the school site;
4. Assist in the implementation of action to remedy attendance and/or academic concerns;
5. Work with the Student Transition Director to serve as an advocate for all students;
6. Communicate to interested parties District resources available to provide support, both academic and non-academic, to all individuals, focusing on Foster Youth, English Learners, Special Education and Low Income students;
7. Take reasonable steps to eliminate or minimize linguistic barriers, including the use of interpreters or bilingual District staff to assist in communicating with students and parents of diverse national origins;
8. Participate in the development of ongoing school based programs to assure effective community communication and articulation of the delivery of services to students, parents and citizens;
9. Notify and participate in community education programs and special events;
10. Perform other related duties and responsibilities as required.

Qualifications

Ability to:

1. Human relations skills to communicate technical concepts to others
2. Coach and advise students and parents;
3. Communicate in a second language preferred;
4. Demonstrate knowledge of child development, behavior concepts and behavior modification techniques desired;
5. Demonstrate knowledge of District organization, operations, policies and objectives;
6. Work independently while showing initiative.

Education:

Associates degree

2 years' experience working with disadvantaged youth

Additional experience may substitute for some higher education

License:

Valid California Driver's License and a vehicle for school business use

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is usually performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.