

**Warrenton-Hammond School District
Job Description**

Job Title: Transition Specialist – South Jetty High School
Reports To: SJHS Principal **FLSA Status:** Exempt

JOB SUMMARY

This position assists students to prepare for the workforce and/or college as they transition from high school to post-high school life.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all OYA and District policy(ies) and procedures.
2. At all times, places top priority on safety and security.
3. Participates in activities related to the recruitment of potential community partners.
4. Provides structured training or research consistent with each student’s targeted vocational goals.
5. Collects data as necessary to support students’ transition.
6. Schedules COMPASS testing and completes FAFSA applications for youth.
7. Maintains an accurate Educational Plan and Profile including COMPASS results and FAFSA information.
8. Supports Youth in college application and course selections.
9. Provides information to Principal for Multi-Disciple Team meetings.
10. Gathers and organizes information useful for transition planning.
11. Professionally represents the school and the District in interactions with parents, community, staff and students.
12. Attends in-service trainings and staff meetings.
13. Complies with applicable District, state, local and federal laws, rules and regulations.
14. Attends work regularly and is punctual
15. Completes other work related functions relevant to this position as they develop.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university. Master’s degree (M.A.) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience working with or teaching delinquent youth, juvenile incarceration or in an alternative school setting with adolescents from various socioeconomic backgrounds strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Works well in the presence of children.
- **Language Skills:** Ability to comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in

one-on-one and small group situations to customers, clients and other employees of the organization.

- **Mathematical Skills:** Ability to perform basic mathematical calculations with a high degree of accuracy.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in various situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet and word processing software.
- **Certificates, Licenses, Registrations:** Certificates as determined by the OYA and District. Ability to obtain a valid CPR/First Aid card. Completion of weeklong OYA New Employee Orientation. Maintain safety/security training including but not limited to, self-defense and bloodborne pathogens.

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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stoop, kneel or crouch. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in small groups or one-on-one in a classroom setting. The work environment is non-standard for education. The environment is tightly controlled. It more closely aligns with a correctional setting. There are very strict standards with the emphasis on safety and security at all times. Staff must be vigilant in monitoring behaviors and be able to react appropriately to a variety of threats. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and altercations that may arise. The employee may be exposed to bodily fluids, bloodborne pathogens and/or infectious diseases. The employee is exposed to students with violent histories who suffer from a variety of social and mental health issues.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
