



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0542
Pay Grade: E04

FLSA: Exempt
PTS

COORDINATOR, DJJ & ALTERNATIVE TRANSITION SERVICES
REPORTS TO: DJJ Administrator, Educational Alternative Services (EAS)
SUPERVISES: Not applicable
QUALIFICATIONS: <p>Bachelor's Degree from an accredited college or university. Florida Department of Education teaching certification in any field required. Five (5) years' experience related to the duties and responsibilities listed below. Demonstrated effective oral and written communication skills and experience working and communicating with the public. Familiarity with the Department of Juvenile Justice (DJJ) day treatment, detention, residential programs and probation. Experience with computer application systems.</p>
MAJOR FUNCTION
<p>This position has the on-site responsibility for implementing student assignment and registration process for EAS Transition Students. Other responsibilities include assisting parents in choosing the appropriate schools for their children returning from DJJ and other residential programs to Pinellas County Schools. This position is also designed to effectively communicate and address customer concerns about the student assignment and registration process so that parents may become active participants in their child's education. This process may be facilitated by coordinating appropriate outreach activities in the schools and throughout the community as well as working with district and school leadership.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Assists parents by providing information for choosing the appropriate schools for their children utilizing the guidelines and procedures for the student assignment and registration process.• Works collaboratively with other departments, community/public agencies such as the Department of Juvenile Justice, Probation, mental health providers, job placement centers, etc. to ensure that information vital to successful student transition is available at all times.• Communicates the requirements, policies and procedures for the student registration process.• Organizes, assimilates, disseminates and articulates facts about the transition services.• Develops, plans and implements strategies for counseling parents and students about their educational and career options.• Coordinates meaningful training opportunities for parents and others on a wide variety of topics.• Plans, coordinates and promotes Transition Services to the community.• Works to build and enhance positive relationships between families and schools.• Performs pro-active community outreach to assure full accessibility to school services.• Disseminates relevant information and publications to families of students in transition about programs in the Pinellas County School System.• Interprets applicable Pinellas County school board policies and procedures.• Assists with the development of communication materials to support families.• Collaborates with other departments, schools and agencies to deploy long-term and short-term goals.• Develops and uses systems that involve district employees and community to ensure an effective and efficient student assignment and registration communication process.• Assists in determining training and education expectations as they relate to the registration and school selection process.• Develops and coordinates work and communication between departments to develop procedures relating to student registration, school selection and student assignment which promotes the efficient use of district resources.

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Responds to requests from the community and schools for information about the student transition process.• Presents various reports concerning Educational Alternative Services' Transition Services.• Provides high quality program guidance to children and youth for secondary school completion, training, employment or further education.• Provides direction to facilitate the transition of such children and youth from the correctional program to further education or employment.• Performs related work as required.
TERMS OF EMPLOYEMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 06/04/20 LM; BOARD APPROVED: 07/28/20

COORDINATOR, DJJ & ALTERNATIVE TRANSITION SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, DJJ & Alternative Transition Services – PTS