

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: STUDENT TRANSITION TECHNICIAN

DEFINITION:

Under the general direction of the Student Support Supervisor and in partnership with counselors, serves as a technical resource to school districts and schools operated by the San Diego County Office of Education (SDCOE Schools) for students transitioning between school districts and SDCOE Schools; teams with support staff to implement highly personalized student plan placements; brokers opportunities and facilitates post-secondary educational placements; performs complex and difficult assignments related to the maintenance of student records and reporting of transition outcomes; and developing and maintaining a program-wide, formalized system of accountability that is in line with state standards.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from that of the Student Support Supervisor; the latter provides supervision duties in that it has responsibility for the overall functioning of the student transitioning program.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides technical assistance and acts as a liaison between school district and SDCOE school staff in areas related to student transition.

Promotes SDCOE Schools academic and program opportunities to districts and agencies.

Facilitates systems for districts and agencies to refer students for enrollment.

Works with student information system staff to develop, maintain and update database of student transition information.

Provides access to referring agencies of student progress updates, gathers information and prepares required reports.

Interprets complex rules, regulations, policies and procedures related to SDCOE Schools and provides explanations for compliance.

Attends meetings and makes presentations at workshops.

Develops and facilitates training sessions for classified and certificated staff.

Organizes and maintains information on the unique offerings of each SDCOE School, postsecondary opportunities, scholarships and other related student transition information.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Qualifying education and experience would most likely include the completion of college-level coursework in an area related to the duties of the classification as well as a minimum of two years of increasingly responsible technical experience with an educational institution providing support to a program.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

General activities and functions of SDCOE Schools

Laws, rules and regulations related to county operated Court and Community schools

Admissions and student enrollment processes

Modern office practices, procedures and equipment, including computers, peripherals and related software

ABILITY TO:

Prioritize tasks to ensure timely completion of projects

Interpret, explain and apply legal requirements, computer printouts and reports

Operate a computer, peripherals and related software including Microsoft Word, Microsoft Excel, specialized applications, databases and student information system.

Establish and maintain complex and accurate record keeping systems

Prepare periodic statements and reports pertaining to student and/or program progress

Follow oral and written instructions

Communicate effectively orally and in writing

Establish and maintain effective and cooperative working relationships with those contacted in the course of work

Work effectively under tight time constraints

Handle multiple assignments simultaneously

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office environment. Travel to school districts or other County Office locations, will be part of this assignment.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Range
09/2004	12/2014 4/2015	09/22/2004	Exempt		52

Approved: 
Assistant Superintendent, Human Resources