



WORKING TITLE: EDUCATION TRANSITION SPECIALIST	CLASSIFICATION: EDUCATION TRANSITION SPECIALIST
DEPARTMENT: COMMUNITY JUSTICE	DIVISION JUVENILE PROBATION
PAY RANGE: OPEU 16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: OCTOBER 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs professional educational advocacy work for juvenile division referred youth at risk of academic failure or at risk of dropping out of school. Responsible for working directly with youth and families to advocate for re-entry of youth into school. This position partners with county schools in providing educational services designed to meet individual needs. Responsible to coordinate with other community partners to meet the educational needs of youth.

SUPERVISION RECEIVED:

Works under supervision of a Program Manager who regularly reviews work for adherence to established policies and standards through conference and analysis of case reviews and ongoing data collection.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of this class.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Coordinates with Juvenile Division staff to identify any referred youth in need of educational re-entry services and/or to advocate for individual plans to help at-risk student success.
- Conducts interviews with identified youth and family who have educational needs and advocates for those needs.
- Coordinates with schools, community, and organizations to help eliminate barriers to school success for youth.
- Reviews and evaluates referrals of truancy and school behavioral issues.
- Reviews youth background and family situation that includes contracts with other agencies, law enforcement officials, schools, parents and/or guardians.
- Schedules and conducts visits to county schools to develop relationships with school officials to enhance student success.
- Provides support to youth and parents related to re-entry of student into school through training and information sharing.
- Documents contacts with youth and families and confers with probation staff regarding

youth education status.

- Updates youth education status in data system.
- Works with assigned staff and Division Manager to coordinate, develop, and maintain systems to collect data related to student outcomes relative to school status.
- Contributes to a positive and productive work environment.
- Updates the Deputy District Attorney on school status of youth when information is requested.
- Recommends improvements for functions of the Education Transition Specialist.
- Participates in ongoing professional development.
- Attends required meetings.
- Adheres to policies and procedures of the Juvenile Division and the Oregon Department of Education's policies and procedures related to student enrollment/ re-enrollment and success.
- Performs other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices, and procedures of Oregon's Juvenile Justice System.
- Principles, practices, and procedures related to the Oregon Department of Education
- Rules related to re-entry of students into school to include, but not be limited to, youth services related to IEP's (Individual Education Programs) and specialized educational plans for youth.
- Psychology and sociology related to behavior and adjustment problems of at-risk youth and other therapeutic principles and methods of treating these problems.

SKILL IN:

- Communications, observation, and interviewing techniques.
- Preparing comprehensive, accurate, and concise reports.
- Organizing materials and documents.
- Effective written and verbal communication.

ABILITY TO:

- Manage a large caseload involving timely completion of work.
- Communicate effectively both verbally and in writing.
- Interact effectively and in a professional manner in stressful and/or emotional situations.
- Work under reasonably close supervision relating to caseload.
- Develop and maintain effective working relationships with youth, parents, other agency personnel, community partners, and the public.
- Write concisely and perform case management tasks, including documenting via electronic data systems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Learn and operate in the Juvenile Justice Information System.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in behavior sciences is required. Experience and/or training in Restorative Justice and cognitive restructuring models for at-risk youth is preferred. Experience working with at-risk youth preferred. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a valid driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to client's homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.