

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TRANSITION COORDINATOR AED

BASIC FUNCTION:

Under the supervision of the Director III – Alternative Education, interviews and enrolls students transitioning from District schools to Alternative Education schools; provides information to parents to assure student success in completing goals; tracks student achievements and progress and submits related reports; facilitates the return of students to district schools.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews and inputs student data and enrollment documents into an assigned database in accordance with established guidelines, policies and procedures; receives and processes school district releases for student Alternative Education enrollment.

Schedules intakes for new students and families to gather and provide information to facilitate student enrollment in Alternative Education schools.

Researches, evaluates, processes, and complies, student transcripts;

Transition

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

HAZARDS:

Exposure to dissatisfied or abusive individuals.

Approved by Personnel Commission: December 14, 2016

Kristin Olson
Director Classified Personnel Services

Date: 12/14/16