

GRIZZLY CHALLENGE CHARTER SCHOOL
CLASSIFIED JOB DESCRIPTION

JOB CLASSIFICATION: TRANSITION SPECIALIST

BASIC FUNCTION:

Under the direction of the Charter School Director the incumbent shall be responsible for planning, coordination, and providing direct services and support activities for cadets in the Post Residential Phase of Grizzly Youth Academy as it relates to their My Action Plan (MAP) specifically as a support toward their housing, education, occupational goals and placement. This position will work collaboratively with our National Guard partners in delivering the services.

ESSENTIAL DUTIES:

Connect with students prior to graduation from residential phase to establish relationship prior to their transition to their home community.

Hold monthly meetings with students to establish and foster a sense of community among the group as well as facilitate trainings, speakers, and activities that further the aims of Grizzly Youth Academy in coordination and collaboration with a Mentor Specialist where available.

Contact students regularly to ensure positive placement in the post residential phase.

Assist in troubleshooting challenges to students in the Post Residential Phase of Grizzly Youth Academy.

Maintain accurate records/spreadsheets that include updated contact information, student placement statuses, challenges the student is facing, and other pertinent information.

Create and provide monthly reports to school and National Guard personnel identifying individual placement status, attempted and successful contacts with cadets.

Provide support to cadets seeking employment by reinforcing job application skills, interview skills, guide toward potential employers and employment agencies.

Provide support to students enrolling in high school to ensure that they get connected/engaged with a staff member who will assist with re-enrollment, support, and participation.

Provide support to students applying and registering for college through the application, registration and FAFSA process. Assist student with setting up appointments as needed.

Collaborate with school counselor, Independent Study teachers, and/or case managers regarding student care/concerns.

Communicate with parents regarding student progress.

Connect cadets to community resources as needed for health and welfare issues.

Perform related duties as assigned within the scope and skill level of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive organization, activities, goals and objectives of Grizzly Challenge Charter School Post Residential Phase program.

Principles, practices and procedures involved in the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals and objectives.

Problems and concerns of students with special needs, diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

Vocational/job training programs.

Principles, practices and procedures of vocational education and placement programs.

Training and employment opportunities in the community/state.

Interviewing and advisement techniques.

Record-keeping and report preparation techniques.

ABILITY TO:

Manage and prioritize multiple tasks.

Apply time management, conflict resolution and team building skills.

Work independently at complex tasks.

Establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.

Work effectively and professionally with students, families, employers and institutions of higher education.

Communicate effectively both verbally and in writing.

Prepare and maintain accurate and complete records and reports.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma or equivalent.

Five or more years' experience working with adolescents.

DESIRED:

AA degree.

Experience working with at-risk youth in a school setting

Experience in industry requiring strong customer service skills.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.

Facility to see and read and distinguish colors, with or without vision aids, a computer screen, laws and codes, and other printed materials.

Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

Manual dexterity to operate a telephone, to enter data on a computer, and to meet the needs of students in a variety of activities.

Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.

Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk and to reach overhead.

Facility to drive a car.

Ability to sit, stand, and walk on uneven terrain.