
Position:	Transition Director	FLSA:	Exempt
Department/Site:	Varies		
Reports to/Evaluated by:	Area Superintendent or Designee	Salary Schedule:	Administrative Management

SUMMARY

The Transition Director will serve as an advocate for students and will provide guidance, support, and resources for students transitioning from elementary, intermediate, high school, and post high school. The Transition Director will work with the site administrative team to achieve and maintain standards of excellence so that each student receives the greatest academic and personal benefit from their learning experience. To assist the 5-12 administrative team with leadership, supervisory, and administrative skills to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest academic and personal benefit from the learning experience

DISTINGUISHING CAREER FEATURES

Works with minimal supervision to carry out a wide range of senior-level duties in support of student transition between school sites and grade levels. Position is essential to the evaluation and monitoring of the student progress. Incumbent has a wide degree of latitude in carrying out complex and highly difficult decisions. Problems are broadly defined and of a highly technical nature and require sound judgment and analytical skills to resolve. Interactions cover a wide range of internal and external contacts and may include senior staff and administrators, parents, community members, and outside consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with grade 5-12 administration team in formulating and evaluating procedures of selection and registration whereby individual students develop educational plans and are enrolled into subjects of their choice which meet the needs of their educational plans at the appropriate level.
- Prepare students for the transition to the next level, intermediate school, high school, and post high school activities.
- Assist and promote the coordination of school activities and resources and communication between and among the home, school, and community.
- Conduct structured goal-oriented counseling sessions in response to identified needs of focus group and at risk groups of students and parents. Sessions will include academic skill building, social and emotional skill development, career awareness, conflict resolution, family needs, and communication networks.
- Serves as a liaison with administration and school personnel in order to assist them in making just decisions regarding the pupils.

- Promotes beneficial school, parent, and community relationships by means of parent conference and reports concerning pupils.
- Assists the administrative team in developing curriculum and interpreting same to students, parents, and members of the community.
- Assists in the planning and implementation of staff development.
- Assists the grade 5-12 administration team with responsibility for the discipline and attendance of students as assigned.
- Assists in the development, coordination, and supervision of student activities.
- May assist with teacher observations as assigned.
- May assist with the classified employee evaluation process as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: Requires a Bachelor's degree and five years experience as a teacher or equivalent.

License(s) and/or Credential: A California Administrative Services Credential is required.