

**CONTRA COSTA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: COURT AND COMMUNITY SCHOOLS  
TRANSITION/ASSESSMENT SPECIALIST**

**CLASSIFIED SALARY RANGE: 16**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide intake and placement and transitional services, in small groups or individually, to students in the Court or Community School Program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Schedule, administer and score a variety of assessment tests including, but not limited to educational and vocational tests, tabulate and interpret test scores; review a variety of practice examinations; explain results; and assist students in the enhancement of test scores and performance.

Conduct student intake with students entering the facility and review school classroom exceptions and procedures.

Review and record student assignments; explain a variety of concepts, techniques and ideas related to assigned subject area; assist students in understanding instructional materials; prepare, administer and correct student papers.

Serve as a liaison between the Contra Costa County Office of Education (CCCOE) schools program , school districts, students, probation and outside agencies regarding transition services, opportunities and placement; respond to inquiries and provide information concerning related activities, policies, procedures and objectives.

Train and assist students in the development of short and long-term academic and career or vocational plans, job searches, resume building and interview skills; assist students in establishing and pursuing goals; develop individual service strategies for students; identify and develop appropriate training sites for students.

Take student attendance; maintain files and records related to students and other assigned activities; prepare reports as assigned; maintain list for a variety of assessments.

Monitor student progress and discuss related issues with appropriate teaching or program staff; provide community resource information to eligible transitional students.

Issue books and materials as needed; update forms and class materials.

Perform a variety of clerical activities as assigned including answering telephones, retrieving mail, duplicating materials, decorating bulletin boards, and filing.

Operate a variety of instructional equipment including a computer and assigned software; and input student information into appropriate database.

Attend various meetings and assemblies related to assigned activities; participate on assigned committees.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English

Oral and written usage of Spanish, preferred.

High school curriculum texts, requirements for graduation, and GED regulations.

Basic subjects taught in local schools including grammar, spelling, language and reading.

Applicable laws, rules, regulations, protocols, policies and procedures related to assigned activities.

Instructional methods and techniques.

Community resources.

Basic behavior management techniques.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Assist students in the learning process.

Provide tutoring in a variety of subject areas.

Demonstrate proper English grammar, punctuation, sentence structure and vocabulary.

Prepare students to receive their GED.

Establish and maintain cooperative and effective working relationships with others.

Administer various assessment tests.

Understand the needs of multi-cultural students.

Assess student progress and development.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Operate a computer and other standard office equipment.

Plan and organize work.

Understand security issues of correctional facility.

Speak, write, understand, and communicate in Spanish, preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**EDUCATION AND EXPERIENCE:**

Associate's Degree required. Experience working with alternative education programs is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to assist students.