

**Job Summary:**

Under general supervision, provides a full range of services in order to enroll, process, input, maintain, assess and explain records and information related to students attending the Juvenile Court and Community Schools (JCCS) Program.

**Essential Functions:**

- Request and release student records and receive referrals from a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, and other agencies.
- Conduct student admissions enrollment to include setting appointments, parent/student conferences and assessment and support counselors and other learning support staff in the creation of personal learning plans for students.
- Provide orientation, schedule students in courses, and provide other school learning support including posting student information such as term grades, discipline records or other records to the student information system.
- Provide information to school districts, probation officers, and social workers and other agencies on program policies and procedures and student status.
- Prepare and verify records for student release and make placement/transition arrangements in collaboration with parents/guardians with receiving school districts, to comply with SB 1111 and AB 2276.
- Establish and maintain electronic and paper student cumulative files.
- Research, compile and evaluate student transcripts.
- Determine student placement based on student's personal learning plan, transcript, referral and case history information.
- Identify appropriate grade level and school as well as necessary courses based on personal learning plans and counselor's academic plan.
- Assist with classroom activities and routines.
- Assist in the implementation of student's personalized learning plans for students by using knowledge of opportunities and programs available through JCCS and partners.
- Administer and score objective academic achievement, academic diagnostic, and/or vocational aptitude tests as appropriate, and support classroom implementation of assessment as a resource.
- Coordinate group and individual testing schedules as appropriate.
- Provide feedback and information to students and teachers regarding academic status.
- Research, and provide information regarding advanced education opportunities and scholarships, vocational training, and/or employment requirements and opportunities.
- Administer practice tests to students preparing for State-sponsored examinations high school equivalency exams.
- Post and keep current incident records in student information system and practice in training to keep current on gang and tagging issues or trends that affect placement and students' well-being in the classroom.
- Enter and maintain student records, immunization and attendance information and grade reports into the student information system.
- Prepare related statistical and numerical reports.
- Convey student information to JCCS teachers.
- Prepare a variety of correspondence including reports, master schedules and forms.

**Skills, Knowledge and/or Abilities:**

- **Skills to:**
  - Collect and evaluate information, analyze material, and draw valid conclusions.
  - Communicate verbally to effectively explain technical information to persons of various social, economic, cultural, and education.
  - Effectively apply interviewing and listening techniques to obtain information from students in various emotional states.
  - Write clear, concise and grammatically correct case narratives, reports, records, and letters.
  - Use patience, tact, and courtesy in dealing with persons experiencing difficulties and emotional stress.
- **Knowledge of:**
  - Modern office procedures, organization and equipment.
  - Effective recordkeeping systems and procedures.
  - Personal computer operations and related word processing and spreadsheet applications.
  - Objective testing practices and scoring procedures.
  - Interviewing and counseling methods and techniques.
  - Categories of community services, and social services available to clients.
  - File documentation requirements.
  - Techniques for identifying problem areas in individual and family situations.

- Techniques for developing and monitoring implementation of personal learning plans.
- **Ability to:**
  - Work with close attention to detail and accuracy.
  - Collect data and prepare correspondence and reports.
  - Set up and organize office files.
  - Maintain accurate records and files.
  - Perform arithmetical computations.
  - Interpret numerical data according to instruction.
  - Learn, apply and explain policies and regulations pertaining to student enrollment, student records and graduation requirements.
  - Evaluate transcripts to determine student placement.
  - Make decisions on procedural matters with the scope of established policy.
  - Communicate orally and in writing; establish effective working relationships with students, parents, staff and outside agencies.
  - Establish and maintain rapport with students of various cultural and ethnic backgrounds under sometimes stressful circumstances.
  - Follow oral and written instructions; work with minimum supervision.
  - Operate a computer keyboard and quickly learn to use support software
  - Type accurately at a rate of speed sufficient for successful job performance.
  - Collaborate with coworkers in tasks, and plan for supporting each other during impaction periods and during absences.
  - Work effectively independently and as part of a team with minimum supervision.
  - Organize and prioritize work.
  - Exercise appropriate judgment in making decisions.
  - Maintain confidentiality of information.
  - Demonstrate attendance sufficient to complete the duties of the position as required.
  - Complete routine tasks thoroughly, accurately and with attention to detail.

**Working Conditions and Physical Abilities:**

Office setting. Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

**Education Required:**

- Bachelor's degree required.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

**FLSA Status:** Non-Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.