Gaston County Schools

Transition Specialist

Definition

An employee in this position will assist students as they transition back to their previously-assigned school as they return from a long term suspension, after placement at the alternative school, or as referred by court counselor. Generally, this employee will work with the student, parent, and school administration to develop a plan to assist the student in achieving academic success and making progress toward graduation. This employee will maintain all records, filing, and submission of reports as required.

Duties and Responsibilities

- Works directly under supervision of Coordinator for Alternative Education.
- Works collaboratively with Department of Juvenile Justice and school administrators.
- Communicates effectively with the public, both via phone and in person.
- Prepares required monthly reports and submits them on time.
- Develops weekly travel schedule to visit students in their respective schools.
- Maintains promptness in weekly appointments.
- Develops positive working relationships with student, parent(s), and school administration.
- Provides detailed daily reports on each individual student.
- Sets up and maintains files on each student.
- Resolves problems of medium difficulty with little assistance.
- Performs duties with limited supervision.
- Uses discretionary judgment, analysis, and independent action when unusual situations arise.
- Occasionally develops or revises procedures for non-complex work.
- Locates, identifies, and distributes appropriate and accurate information.
- Attends meetings to report information as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of grammar, vocabulary, and spelling.
- Knowledge of file maintenance.
- Ability to plan, organize, and establish priorities, based on guidelines and work cycles.
- Ability to develop and maintain an effective working relationship with supervisors, students, parents, school administrators, staff, and general public.
- Ability to communicate effectively in person and by telephone with a variety of audiences.
- Ability to be tactful and courteous.
- Ability to interpret, analyze, and report information.
- Ability to file records and reports in proper sequential order.
- Ability to maintain confidential information.
- Ability to interact and deal with the public in a professional manner.
- Ability to use word processing or spreadsheet software programs.

Minimum Education and Experience

- Minimum high school graduate.

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- Minimum of 48 semester hours of post-secondary education from a regionally accredited college or university.
- Proven successful experience in working with at-risk students.
- Computer Skills required (demonstration may be required, if interviewed).
- Must be willing to learn software applications as applicable to this position.

This Position Reports Directly to: Coordinator for Alternative Education

Salary: Grade 61, Step 00 (Entry level)

Classification: Non-Exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

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HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of ***official*** college transcripts (degree dated, if pplicable)
- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in Applitrack application or three current letters of recommendation (must be less than one year old) or a combination of the two

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Melissa Balknight, Assistant Superintendent
Student Support Services

Gaston County Schools

Transition Specialist
943 Osceola Street
Gastonia NC 28052
Email: mbalknight@gaston.k12.nc.us