

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, TRANSITION SERVICES
EDUCATIONAL SERVICES DIVISION**

JOB SUMMARY:

In this grant-funded role, the Coordinator, Transition Services facilitates career readiness and ensures supportive transition services to youth in County-operated school programs. The role's primary responsibility is to help students navigate the complexities in understanding educational options related to career choices, guide them towards meaningful employment opportunities, and support their positive transition from system-involved settings to safe and productive environments.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Minimum 3 years as a site/district/county administrator
- Master's degree preferred
- Experience working with at-risk youth, preferably within the juvenile justice system

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential;
- California Driver's License.

ESSENTIAL DUTIES:

- Work collaboratively with probation, community agencies, and the department of rehabilitation on addressing better outcomes for justice served youth 16-25
- Conduct comprehensive assessments to identify students' strengths, barriers, and goals.
- Help students develop individualized plans to address career technical education and associated support needs.
- Regularly monitor student progress, provide ongoing support, and adjust service plans as necessary.
- Maintain accurate and confidential case records in compliance with organizational and regulatory standards.
- Develop and maintain effective transition plans for youth moving between school programs or settings.
- Collaborate and coordinate with work-based training programs and educational institutions to facilitate student enrollment and participation.
- Work closely with education providers, including higher education, to secure and enroll youth in opportunities to further their growth and education.
- Offer guidance on acquiring industry-recognized certifications and credentials to enhance employability.
- Provide support with resume writing, cover letter preparation, and job application completion.
- Cultivate relationships with local employers to create employment opportunities and foster partnerships.
- Coordinate career readiness workshops to enhance youth's employability skills.

COORDINATOR, TRANSITION SERVICES

- Advocate on behalf of youth with employers to promote fair hiring practices and implement accommodations as needed.
- Conduct comprehensive assessments to identify and address barriers to success including housing instability, substance abuse, and mental health challenges.
- Assist youth in accessing transportation assistance, childcare services, and other resources to overcome barriers.
- Engage in advocacy efforts to promote systemic changes and policy reforms that support the successful reintegration of system-involved youth.
- Develop and deliver life skills training workshops on topics such as financial literacy, communication skills, conflict resolution, and decision-making.
- Prepare regular reports and documentation for program evaluation, grant reporting, and stakeholder communication.
- Collaborate with probation officers, social workers, educators, outside agencies and other professionals involved in the care of youth to ensure a seamless transition between services and systems.
- Participate in case conferences, multidisciplinary team meetings, and IEP meetings.
- Contribute to ongoing development and enhancement of the programs and services based on emerging best practices, research findings, and feedback from stakeholders.
- Identify opportunities for innovation and expansion of services to better meet the evolving needs of youth.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students
- Program development and enhancement
- Continuum of Care Coordination
- Community Engagement
- Career Technical Education guidance and employment placement
- Local, regional, and state resources, and applicable state laws and requirements
- Policies and objectives of assigned programs and activities

SKILLS AND ABILITY TO:

- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups
- Facilitate and protect the legal rights of youth through IEP meetings and placements
- Plan and lead group meetings and discussions using collaborative decision-making processes
- Interview and assess students in the identification of needs, interests, and abilities to determine appropriate career goals and objectives
- Assist students in establishing, developing, pursuing and meeting career goals
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment
- Communicate effectively orally and in writing
- Maintain records and prepare reports

COORDINATOR, TRANSITION SERVICES

WORKING CONDITIONS: *The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Office environment: constant interruptions;
- Driving a vehicle to conduct work;
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, and workshops.

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position or standing for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone