

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Djj Transition Manager

GENERAL DESCRIPTION

This case manager will function as a liaison between the Monroe County Schools and the Department of Juvenile Justice and other agencies that Monroe County School District youth may be involved with as they are transitioning to or from detention, commitment, drug detoxification and/or rehabilitation programs.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Coordinate educational transition for court ordered youth going to and coming from secure detention, residential commitment, drug detoxification and rehabilitation programs. Communicate appropriate student withdrawal codes to home schools in Monroe County.

Coordinate re-entry meetings and complete the DJJ Electronic Education Exit Plan.

Coordinate services on an individual basis for youth involved in any aspect of the juvenile justice system, as needed. This includes conducting conferences with parents, school personnel, treatment teams and involved state and local agency personnel to evaluate extenuating circumstances affecting students involved with the juvenile justice system.

Serve as school liaison with State Attorney's Office, Department of Juvenile Justice, Department of Children and Families, Monroe County Sheriff's Department, Florida Keys Children's Shelter, Community Mental Health, Teen Drug Court, and the Juvenile Court of Monroe County.

Attend juvenile court proceedings in the Upper, Middle and Lower Keys, including teen drug court in the Lower and Middle Keys. Notify administrators at the home schools of students involved in court proceedings and the outcomes of the proceedings, including Dependency Court.

Attend meetings prior to Lower Keys juvenile court at the State Attorney's Office to develop action plans on the cases on the docket.

Maintain an active network with and a database of school-based contacts and Student Services Teams, Juvenile Justice case managers, parents, teachers, Exceptional Student Education teachers, and mental health agencies involved with the students.

Attend staff meetings in the Lower Keys for Juvenile Justice Case Review, Interagency Meetings, and CINS (Child in Need of Service).

Participate in Student Services Team (truancy) staff meetings as appropriate.

Attend detention hearings when possible.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as

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assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

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Makes decisions with very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Bachelor’s Degree from an accredited college or university.

Master’s preferred from an accredited college or university.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida Teaching Certification preferred.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires three (3) years of related experience.

Demonstrated communication, case management, record-keeping and computer skills.

Demonstrated ability to work with middle and high school students.

Transportation: Scheduling flexibility and dependable transportation to travel throughout district.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

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Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to bright/dim lights, dust or pollen and traffic; will include work in both inside and outside environments.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception and texture perception

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Coordinator, Alternative Education

Supervises:

N/A

PAY GRADE: From: 135.A1 To: 135.O3

Number of Months: 11 Number of Days: 220 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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