



Transition Coordinator

Job Overview

The purpose of this job is to coordinate and track the incoming transition and academic progress of students throughout their tenure with the juvenile detention center and to provide consistent communication and transition when exiting the program.

Essentially responsible for gathering all required documentation, ensuring all deadlines are met, all records are accurate and available when needed, and providing assurance to all parties involved in the transition.

This job reports to the Alternative Learning Center Principal.

Essential Functions

- Responsible for initial educational evaluation and intake for all new students to the juvenile detention center ensuring all relevant information is collected and accurate.
- Responsible for developing a thorough understanding of all requirements and deadlines associated with incoming students to the juvenile detention center
- Required to develop processes with deadlines and implementing those processes to ensure time sensitive materials and recordings are completed and all deadlines are met.
- Communicating with all pertinent stakeholders, including sending and receiving LEA's, parents, outside agencies, juvenile services, ALC, staff, etc. to ensure all parties have up-to-date information.
- Responsible for scheduling and conducting transitional meetings for new and exiting incarcerated youth to ensure all guidelines are followed and all parties have a thorough understanding of the process.
- Responsible for developing and implementing educational service plans per state law for incarcerated youth to ensure compliance.
- Development and maintenance of student and staff schedules to follow students through the transitional process and ensure required education is being provided and documentation is being recorded.
- Development and implementation of training staff members to aid in delivering services to the juvenile detention center to ensure documentation is reported accurately and communication is open.
- Responsible for curriculum materials and maintaining proper budgeting for educational services in tandem with ALC principal.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a generally clean and healthy environment with minimal risk for injury.

Generally, the job requires 50% sitting, 25% walking, and 25% standing

Physical Requirements: Some lifting, carrying, pushing, and/or pulling; fine finger dexterity.

Qualifications

Minimum experience: 5 years of experience as a licensed educator; administration experience preferred.

Minimum education: Bachelor's Degree & Teaching Certification required; Master's Degree & Admin Certification preferred.



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The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Experience with residential, alternative programs supporting students in an at-risk environment preferred
- Ability to collaborate and reach consensus with a variety of stakeholders
- Strong communication abilities
- Ability to remain professional under stress
- Proficient with Google Apps for Education, Microsoft 365, and a variety of technology tools
- Flexibility and eagerness to work in a fast-paced environment

Required Testing:

None

Required Certificates and/or Licenses:

TN Teacher's Certification and/or license
Administrators Certification preferred

FLSA Status:

Exempt

Continuing Education/Training:

Maintain Licensure

Clearances:

Criminal Justice Fingerprint/Background
Clearance

Employee Type:

Certified

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