TITLE: **Coordinator-School Choice & Transition Services**

QUALIFICATIONS:

1. Holds a valid administrator certificate.
2. Has three years’ experience in student placement and advising.
3. Is thoroughly knowledgeable of all related administrative regulations
4. Has demonstrated ability to communicate and work effectively with parents, staff, students and community

REPORTS TO: Director of Innovative Programs and Director of Pupil Personnel

RESPONSIBILITIES:

1. The Transition Coordinator will schedule and chair all ARC transition meetings into and out of the Alternative School programs, Virtual School, Drop-In program, and use the decision making rubric and least restrictive environment rule to participate in placement decisions.
2. The Transition Coordinator will schedule, organize, and facilitate ILPA transition meetings for all A5 programs in the district including the Alternative School, Drop-In program.
3. The Transition Coordinator will serve as the primary liaison for the district’s A5 programs for students entering the district from other non-traditional programs including mental health facilities, alternative schools, home schools and other situations.
4. The Transition Coordinator will be the primary representative for the Alternative School, Virtual School, and Drop-In program for virtual school placement meetings and monthly meetings.  The transition coordinator will be responsible for creating schedules for students entering virtual school at those meetings and creating a pathway to graduation using the school district, as well as, local colleges and businesses, as a resource for creating the most opportunities possible for the students.
5. The Transition Coordinator will investigate local internship possibilities, as well as, college requirements for degree seeking and career tech and vocational certifications and create innovative opportunities for students. The Transition Coordinator will meet with colleges to review opportunities quarterly.
6. The Transition Coordinator will provide monthly reports displaying how many students and from what schools students are being referred.
7. The Transition Coordinator will meet with the LSS team to review student referral trends and student data to create suggestions and advise for under-served populations, as well as, to help pinpoint areas of district and school improvement to prevent large numbers of "at-risk" referrals.
8. The Transition Coordinator will participate in the enrollment process of the Boone County Schools new Ignite Institute at the Roebling Innovation Center.
9. The Transition Coordinator will serve as the Alternative Schools primary liaison to meetings with Northern Kentucky Children's Home.
10. The Transition Coordinator will meet monthly or more with the principal of the Alternative School to understand school configuration and opportunities within the school to create the best opportunities for students.
11. The Transition Coordinator is responsible in handling all school choice options as they relate to board policy.

TERMS OF EMPLOYMENT:

* 1.30 Index
* 12 Months
* Board Approved: 05-11-17