

**JOB TITLE: DEPARTMENT OF JUVENILE JUSTICE PROGRAM
SPECIALIST**

JOB DESCRIPTION:

This person is responsible for the coordination of record keeping and transition planning for Exceptional Student Education and Dropout Prevention students enrolled in Department of Juvenile Justice Programs to ensure accurate records and appropriate transition plans.

Duties of this position include but are not limited to:

1. Coordinating with agencies the acquisition of student records for students assigned to Department of Juvenile Justice Programs.
2. Establishing work procedures in a variety of new situations and providing a variety of data related services.
3. Reviewing records of students and compiling data at several Department of Juvenile Justice Program sites.
4. Training staff on data collection and form usage at Second Chance School sites.
5. Referring to appropriate ESE staff the names of Department of Juvenile Justice Program students who need Individual Education Plan revisions and testing.
6. Independently monitoring of ESE and Dropout Prevention data elements for students enrolled in Department of Juvenile Justice Programs.
7. Contacting other districts and schools for information on students referred to Pasco County Schools' Department of Juvenile Justice Programs.
8. Compiling data processed with data submitted.
9. Assisting in the formulation of procedures and planning for Department of Juvenile Justice Programs.
10. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. High school graduate or equivalent.
2. Ability to maintain effective working relationships with a variety of agencies' personnel, multiple schools' staffs, parents, and students.
3. Extensive experience in performing complex clerical and data entry skills of a progressive nature.
4. Ability to develop forms for data collection.
5. Ability to work professionally with confidential information.
6. Traveling to other schools or sites as necessary to coordinate services and/or to perform the duties of the position.

DESIRED QUALIFICATIONS:

1. Knowledge of Exceptional Student Education and Dropout Prevention data elements.
2. Experience with Youth Service or Disciplinary Dropout Prevention programs.