

DJJ Transition Department / Transition Specialist

Job Duties:

1. School placement for all students returning from out-of-county DJJ programs

- Receive CRAIF (Conditional Release Academic Intake Form) from

Conditional

Release Transitional Case Manager immediately following 14 day exit meeting

- Obtain school records (cumulative transcripts, IEP, exit plan w/ assessment scores, grades in progress)
- Input all credits and/or grade level promotions in the county's mainframe
- Set up IEP meetings for ESE students & attend meetings as an active participant
- Schedule appointments for general education students
- Demonstrate knowledge of placement options: Charter Schools, Magnet Schools,

Adult Ed, Alternative Ed, Career Centers, Home Builders Institute (HBI), PACE Center for Girls, Marine Institutes, Exceptional Centers, Homebased Instruction, Colleges

2. Assist Conditional Release case managers and JPO's with progress monitoring

- Enrollment, attendance, discipline history

3. Provide JPO's with educational documents for commitment packets

- JPO provides a written request by email / fax with student's name, DOB,

JJIS#, information needed, purpose, JPO name, phone, fax

- Transition Specialist provides transcripts, attendance, ESE screen, shot record,

enrollment history, grades, FCAT scores, GPA, Adult Ed enrollment, GED scores, other pertinent information

- Transition Specialist provides a summary of those educational documents on the

fax coversheet

4. Ensure all in-county DJJ programs have educational representatives present at 14 day exit meetings who are well trained in the process

- Create, review, revise a standardized educational exit plan for all in-county programs that includes all necessary components
- Train new personnel who will be taking on this specific duty
- Identify problematic programs and provide technical assistance by modeling the process

5. Entry transition referrals for HBI and PACE

- Look up educational history and ensure that the program best fits the student's needs (ESE, GED, etc.)

6. Function as the liaison between the School District and the Dept of Juvenile Justice

- Attend monthly DJJ meetings and provide pertinent school information
- Provide ongoing training to School District personnel regarding the procedures of Juvenile Justice

7. Provide the Public Defender's office with educational documents and information

- Ensure that subpoenas for student records are satisfied in a timely manner by putting together packets and faxing them to the Public Defender's office

8. Mock QA Team Chair

- Conduct mock quality assurance reviews on all 12 Juvenile Justice sites in Hillsborough County once per year
- Make recommendations to improve the quality of education at each of the sites
- Create, review, and revise forms on an ongoing basis

- Conduct trainings and model procedures

9. Peer Reviewer for JJEEP (Juvenile Justice Educational Enhancement Program)

- Travel to other counties to assist with the auditing of educational practices at
Juvenile Justice facilities