



## NOTICE OF JOB VACANCY

**Posting Number:** 50-2017

**Date Posted:** 11 December 2017

**Job Title:** Transition Specialist (3 positions available)

**Locations:** P.O.I.N.T.E. Academy  
461 Donald Street, Mobile AL 36617

**Strickland Youth Center**  
2315 Costarides Street, Mobile AL 36617

**Hours:** Full Time / Annual Average of 32 hours/week.  
Academic Year: Monday - Friday 7:30 a.m. to 3:00 p.m. - 30 min break  
Summers: Generally 25 hrs/wk Monday - Friday 7:30 a.m. to 12:30 p.m.

**Salary Range (annual): \$25,000 - equivalent to \$15/hour**  
This position is exempt from the Fair Labor Standards Act.

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P.O.I.N.T.E. Academy, an alternative school founded in 1998, offers each student a fresh opportunity to succeed and become a productive member of society. P.O.I.N.T.E. implements a curriculum designed to provide a quality education and promote the development of positive coping skills crucial to meeting the many challenges young people face today.

The Strickland Youth Center and P.O.I.N.T.E. Academy Transition Specialists develop transitional assistance programs to support adjudicated or neglected/delinquent students and their parents. The Transition Specialists also develop transitional portfolios for students as they proceed to their base school, POINTE Academy, the Strickland Youth Center, other educational facility, graduate or become employed.

### KEY ROLES (Essential Job Responsibilities):

- 1) Develop/implement/maintain appropriate protocols for student transitions.
- 2) Maintain/report transcripts of all students.
- 3) Obtain and compile all academic records.
- 4) Determine the level of student progress.
- 5) Follow federal, state and local laws, policies and procedures concerning students and records.
- 6) Complete Academic Profile worksheet for each student.
- 7) Provide educational portfolio for all students, including eligible GED students.
- 8) Determine GED placement and testing information.
- 9) Schedule parent meetings/conferences as requested/needed.

- 10) Contact local and state agencies, as needed, to obtain academic and behavioral information on students or submit student information when requested.
- 11) Actively participate as a member of the Problem Solving Team/Data Meeting/RTI Team.
- 12) Prepare accurate reports and submit documents in a timely and professional manner.
- 13) Stay current concerning the school's safety policies and procedures for the staff and students.
- 14) Protect sensitive information concerning student records, such as demographics, transcripts, attendance and discipline history, contained in computer and hardcopy files.
- 15) Regularly attend workshops/in-services provided by the school or school system involving transitional topics for student monitoring.
- 16) Abide by organization policies and procedures and work to achieve mission goals.

## **RELATIONSHIPS**

- 1) **Internal:** Maintain close contact with supervisors, co-workers and students. Communication must be polite, helpful, courteous, etc.
- 2) **External:** Maintain contact with parents/guardians, probation officers, officials from other schools and support organizations. Communication must be polite, helpful, courteous, etc.

## **QUALIFICATIONS**

### **Education:**

Bachelor's Degree in Secondary Education.

### **Knowledge, Skills, Abilities:**

1. Effective communication, planning and organizational skills and demonstrated ability to work harmoniously with others.
2. Proficient computer skills to include Microsoft Office software applications; disciplined to work independently.
3. Professional appearance in keeping with the organization's dress code.
4. Uses proper oral communication skills in tone and voice (e.g. telephone manner-politeness, helpfulness, courteousness, problem solver, etc.)
5. Capable of following instructions with very little oversight.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and reach with hands and arms.

## DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys & Girls Clubs of South Alabama is committed to diversity in the workplace and is an Equal Opportunity Employer. The Club's policy is to treat all applicants equally without regard to race, color, religion, age, sex, national or ancestral origin, marital status, veteran's status, sexual orientation, or disability in accordance with applicable laws.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to [www.bgcsouthal.org](http://www.bgcsouthal.org) to the job announcement page. Download the Application for Employment. Complete the application and send, with a cover letter, via email to [cmiller@bgcsouthal.org](mailto:cmiller@bgcsouthal.org) or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.