**Class Code: 8333**

# LOCAL DISTRICT CLASSIFICATION PLAN

## CLASS TITLE: JUVENILE JUSTICE COORDINATOR

**BASIC FUNCTION:**

Provide professional-level technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity; survey system-wide needs in areas of assignment and determine effectiveness of assigned program or activity; interpret standard practices and procedures.

**REPRESENTATIVE DUTIES:**

* Provide professional-level technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity; interpret standard practices and procedures with a focus on truancy prevention and dropout prevention.
* Assist designated supervisor in short-range and long-range planning as assigned.
* Work cooperatively with the designated coordinator, program directors and other specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned.
* Research past and current practices in areas assigned and integrate research in areas of responsibility.
* Work closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities.
* Provide technical assistance to District and school staff in the areas of assignment.
* Assure compliance with local, State and federal regulations and procedures related to area of assignment.
* Assure compliance with Board goals, objectives and directives related to area of assignment.
* Adhere to the Professional Code of Ethics.
* Follow and implement all Board of Education Policies and Procedures.
* Maintain regular and predictable attendance.
* Maintain a professional appearance.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Subject matter in area of assignment.
* Short and long-range planning techniques applicable to area of specialty.
* In-service materials, subject matter and methods in area of specialty.
* Record-keeping techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Provide technical assistance to District and school personnel in area of proper specialty.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL DEMANDS:** ►

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Seldom/Rare** | **Occasional**  **(up to 1/3 of work day)** | **Frequent**  **(1/3 to 2/3 of work day)** | **Repetitive**  **(2/3 or more of work day)** |
| Standing/Walking |  | ► |  |  |
| Sitting |  | ► |  |  |
| Handle/Finger/Feel |  |  | ► |  |
| Reach/Push/Pull | ► |  |  |  |
| Bend/Stoop/Crouch | ► |  |  |  |
| Kneel/Crawl | ► |  |  |  |
| Climb/Balance | ► |  |  |  |
| Lift/Carry  (Check Frequency) |  |  |  |  |
| ► Up to 10 lbs. |  |  | ► |  |
| ► Up to 20 lbs. |  | ► |  |  |
| ► Up to 50 lbs. | ► |  |  |  |
| ► Up to 100 lbs. | ► |  |  |  |
| ► Over 100 lbs. | ► |  |  |  |

**TERMS OF EMPLOYMENT**:

Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. These statements are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

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Signature Date

Print Name