

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Transition Specialist

Department: Workforce Institute

Location: Workforce Institute

Date: 4/27/16

POSITION PURPOSE

Under general direction of the Dean, Business & Technology or assigned administrator at the Workforce Institute, the Transition Specialist works with the region's adult schools to assist adult education students in identifying goals and promoting career pathways in order to achieve successful transition to post-secondary education, training and/or employment. The position is also responsible for documenting student participation and progress as specified by funding source requirements as well as developing ideas for new programs and services that benefit adult learners in the transition phase.

DISTINGUISHING CHARACTERISTICS

Incumbent in this role provides guidance and assistance to students transitioning from the South Bay Consortium for Adult Education (SBCAE) member districts to college. The incumbent works with other Transition Specialists from the SBCAE and external partners to facilitate students' achievement of career and academic goals.

KEY DUTIES AND RESPONSIBILITIES:

1. Meet regularly with SBCAE Transition Specialists to coordinate and facilitate student transitions: adult schools, high schools, community colleges and other community-based organizations.
2. Schedule and conduct group/individual tours of college with SBCAE member and partner institutes, and follow-up with each organization; present information to students, staff and the general public in a variety of settings.
3. Adhere to the Regional Plan program goals and performance measures.
4. Communicate and respond to inquiries from internal and external agencies or individuals. Provide assistance and information to faculty, staff and the public as requested.
5. Develop and organize bridge/transition information materials to facilitate student information sessions to increase college awareness.
6. Assist students in completion of college enrollment, paper or online forms and applications; review forms for accuracy and consistency.
7. Prepare and provide transitioning adult learner students' assessment and orientation sessions, as well as workshops to connect students to all college support services.
8. Support all transitioning adult learner students to set career and academic goals and identify the support services needed to address challenges that negatively impact each student's success.
9. Work with faculty and support staff to identify appropriate differentiated instruction, and provide students personalized instructional support and contexts aligned to their career and academic goals.
10. Participate in the development, planning and implementation of non-credit policies and strategies aimed at increasing adult learner student success in all college programs and services.

11. Maintain records, prepare reports and other documents according to established guidelines and procedures needed to meet grant requirements.
12. Collect, interpret, and report/disseminate data on student progress with all stakeholders, including data required by the funder(s).
13. Perform follow-up tasks as required by funding source; make recommendations or take actions to improve performance measures to ensure positive outcomes for grant reporting.
14. Collaborate with other college departments to increase understanding of non-credit programs and outreach to the region's adult learners.
15. Collaborate with member institutions or other public agencies for students to have access to internship and employment opportunities, and other services the college cannot provide.
16. Assist in providing web contents and updates to the adult education website provider.
17. Perform other duties as assigned.

Knowledge of:

1. Basic education operations, services and activities for adult learners in adult schools, high schools and equivalent programs.
2. Community college bridge/transition, non-credit classes, programs and support systems.
3. Needs or special concerns of high school and adult school students enrolling at community colleges.
4. Knowledge of non-credit education such as ABE, ASE, ESL, HSE, and/or CTE.
5. Federal, state and local laws and regulations pertaining to non-credit education in community colleges.
6. Principles and techniques of presentation delivery in an environment with diverse audience.
7. Modern office practices, procedures and equipment including computer operations.

Skills and Ability to:

1. Perform specialized adult learner transition duties to promote student success in non-credit programs.
2. Use software or other media to enhance presentations; make oral presentations before large or small groups.
3. Write reports, business correspondence and procedure manuals.
4. Exercise sound judgement in reviewing and evaluating student applications and goals.
5. Be patient, flexible, culturally proficient, and able to work with individuals from diverse ethnic and linguistic backgrounds
6. Maintain accurate records and prepare reports, summaries and evaluations.

7. Maintain confidentiality of sensitive information.
8. Develop and update forms and marketing materials.
9. Communicate effectively both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with others.
11. Work independently with little supervision; prioritize work and meet schedules.

Experience and Education:

1. An Associate degree or equivalent supplemented by college course work in education, counseling, social services or related field.
2. Four years of increasingly responsible experience that includes direct work in: adult education, academic and career counseling, or student outreach areas.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination

WORKING CONDITIONS

Environment:

1. Typical office environment.
2. Include travel to conduct work.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials.

Board Approved: 4/26/16

Salary Range: 89

EEO Category: 2B3 – Technical/Paraprofessional