

Escondido Union High School District

Job Description

Job Title:	Adult Education Transitions Coordinator
Employee Unit:	Non-Represented Classified
FLSA Status:	Exempt
Salary Level:	Range 23
Approved By:	Board of Education
Approved Date:	April 19, 2016

SUMMARY: The Adult Education Transitions Coordinator is responsible for developing the student support planning activities as they are related to the Adult Education Block Grant. The Transitions Coordinator will be an employee of the Escondido Union High School District, Adult Education program, and will work closely with other K-12 adult schools and the Palomar Community College District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop the plan for implementing the student services component of the Adult Education Block grant with input from all stakeholders.

Identify best practices for assisting a diverse group of students in goal setting activities and to identify students in need of transition support. Create a system to carry out these best practices.

Develop materials, both paper and digital, needed for providing transition support to adult education students.

Identify pathways for students who are interested in transitioning between programs in the adult education program and between the adult education program and the community college or other postsecondary options.

Work with community college staff to support students in matriculating to the community college including activities such as campus visits.

Monitor student progression through education and workforce (entry, progression, completion, employment, and employment retention).

Build a network of support for students transitioning to other higher education institutions or careers.

Partner with stakeholders to assess current data tracking systems and participate in the planning and data collection processes in the future.

Identify key social service resources to support students who need other kinds of support.

Coordinate appropriate activities with Adult Education Career Education Advisor and Adult Education Transition Coordinators from other member organizations within the Adult Education Block Grant.

Conduct workshops for students related to topics such as goal setting, workforce preparation, and college matriculation.

Participate in advisory meetings and attend staff development workshops and appropriate conferences.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Any combination equivalent to: Bachelor's Degree in behavioral science or education with three years of experience in education counseling, career counseling, social services, case management or related fields. Bilingual preferred.

Knowledge, Skills and Abilities

Excellent written, verbal and interpersonal communication skills.

Familiarity with workforce development, adult education, and community colleges.

Strong computer skills for communication, scheduling, tracking and reporting.

Ability to manage multiple competing priorities and good organizational skills.

Ability to work as a positive team member.

Ability to work collaboratively and independently with multiple stakeholders.

Maintain sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of the adult education student population.

Working Conditions

Environment: Work will take place primarily at Escondido Adult School campuses but will include frequent activities at the Palomar Community College campuses and other community based organizations. Driving a vehicle to conduct work is essential. Having the ability to maintain a flexible schedule to accommodate students who attend in morning, afternoon, and evening programs is also essential.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and climb or balance. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.