

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ADULT SCHOOL TRANSITION SPECIALIST**

**RANGE: 27 Classified**

#### **BASIC FUNCTION:**

Under the general supervision of the Director, Innovation & Support for the Contra Costa County Office of Education or designee, the Adult School Transition Specialist will provide guidance and assistance for students in the English as a Second Language (ESL), High School Diploma, High School Equivalency, and Adult Basic Skills Programs to facilitate the achievement of career and academic goals. The Transition Specialist will work with the Reentry Transition Specialist for Contra Costa Adult School to facilitate the implementation of the Contra Costa County Adult Education Consortium (CCCAEC) regional transition plans and goals for students enrolled in the adult schools.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize students' assessment and orientation sessions. Assist all students to set career and academic goals and develop an educational plan identifying assets, barriers, and support services needed to address challenges.

Work collaboratively with instructors and support staff to identify appropriate differentiated instruction to provide students personalized instruction and contexts aligned to their career and academic goals. Build collaborative relationships with community-based and other public agencies in order to provide support services, referring students for supports the school cannot provide.

Monitor students' progress with appropriate multiple measures. Collect, interpret, and report/disseminate data on student progress with all stakeholders, including data required for the Workforce Innovation and Opportunity Act (WIOA) and the CCAEC.

Collaborate with all stakeholders to facilitate the students' transitions to college, jobs, and/or careers.

Develop systems for students to have internship and employment opportunities. Coordinate orientations, field trips to community colleges, adult schools, libraries, and job and career training and opportunities.

Facilitate student bridge/transition sessions and "warm hand-offs" to local adult education consortium members, assist with college applications, provide workshops to assist with financial aid options, and connect students to college-level support services.

Meet regularly with other Transition Specialists from CCCAEC member institutions to develop regional systems to facilitate transition among adult schools, community colleges, and other community-based organizations.

Collaborate with Professional Development at Adult Schools and Community Colleges to design, implement, and evaluate collaborative Professional Development strategies as outlined in the CCCAEC three-year plan.

In coordination and collaboration with K – 12 Districts’ Site Administrators, create, maintain, and hold regular office hours for each site served “Transition Center.”

Keep all necessary records and submit required paperwork in a timely manner.

**OTHER DUTIES:**

Perform other duties, as determined and assigned by the CCAEC Steering Committee.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Adult school programs  
Community college career/academic programs and systems  
Career planning strategies  
Diverse cultures  
Strategies for working with adult learners  
And experience teaching ABE, ASE, ESL, HSE, and/or CTE

**ABILITY TO:**

Work with individuals from diverse ethnic and linguistic backgrounds.  
Communicate professionally and effectively in written and oral forms.  
Work collaboratively with colleagues, staff, and school administrators.  
Prioritize tasks and meet deadlines.  
Display professional behavior and appearance.  
Exercise professional discretion and judgment in actions and communications.  
Meet schedules and time lines.  
Prepare and maintain records and reports related to assigned activities.  
Operate a computer and other standard office equipment.

**EDUCATION AND EXPERIENCE:**

Bachelor’s degree in Education, Adult Education, or related field  
Minimum of 3 years’ experience teaching adult students in adult school and/or community college environments  
Experience advising students about transition and/or experience with bridge/transition classroom work  
Bilingual Spanish desirable

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

These physical characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Travel to district sites for meetings. Travel to conferences and workshops within the state.

Hear and speak in audible tones to exchange information in person or on the telephone.

Have mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.

Have flexibility and strength to reach with hands and arms, reach above shoulder level as necessary, and be able to bend and stoop.

Have manual dexterity to appropriately control and manipulate objects, materials, and equipment used on the job, including telephone and computer.

Drive to all district sites, Contra Costa County Office of Education, community colleges, and to necessary meetings and conferences.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment.

Job Code 3137

April 2016