

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: REENTRY 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 Reentry 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, Workforce Readiness and Career Technical Education classes to facilitate the achievement of career and academic goals. The Reentry Transition Specialist will work with the Contra Costa Adult Schools' and Community Colleges' Transition Specialists to facilitate the implementation of the Contra Costa County Adult Education Consortium (CCCAEC) regional transition plans and goals for students enrolled in the Contra Costa Adult School (CCAS) in the West County, Martinez, and Marsh Creek Detention Facilities.

ESSENTIAL DUTIES:

Conduct comprehensive assessments of employment and educational needs of CCAS students.

Assist students in identifying and addressing barriers to employment, education and community reintegration. Assist students to set career and academic goals and develop a transition plan identifying assets, barriers, and support services needed to address challenges.

Provide detailed and individualized case management services to students to assist with their education and employment plans.

Build collaborative relationships with community-based reentry resources and centers, and other public agencies in order to provide support services, referring students for supports the school cannot provide.

Link students with appropriate supportive resources including reentry centers, social services, housing authorities, drug/alcohol rehabilitations services, DMV, health services and other appropriate community resources and providers.

Build collaborative relationships with employers, unions, community colleges, and other trade schools that develop plans to train and employ students.

Identify, develop, and maintain relationships with key stakeholders including community organizations, educational institutions and employment agencies for the purpose of outreach, recruitment, and positive public relations.

Coordinate and assist in organizing job fairs and participate in job fairs, trade shows, and appropriate community events that will benefit this student population.

Re-Entry Transition Specialist

Attend, collaborate and partner with community reentry networks, councils and other organizations to share and exchange information regarding students' reentry success. Maintain and share current information of community resources and other pertinent publications with CCAS teachers and students.

Conduct follow-up case-management services with students and consult with CCAS teachers about student progress.

Invite mentors, guest speakers, outreach workers, employment, educational, and mental health agencies to speak to students in the CCAS classrooms.

Complete and document accurate reports regarding activities and student outcomes.

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.

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.

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

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.

Create, maintain, and hold regular office hours for each site served in the CCAS.

Communicate issues and updates to supervisor on an ongoing basis.

Work cooperatively with project staff, teachers, supervisors, coordinators and Sheriff's staff in developing a team approach in providing services to students.

Follow custody safety and security regulations.

Re-Entry Transition Specialist

OTHER DUTIES:

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

KNOWLEDGE OF:

Correctional education and/or adult school programs
Community college career/academic programs and systems
Career planning strategies
Diverse cultures
Strategies for working with adult learners

ABILITY TO:

Work with individuals from diverse ethnic and linguistic backgrounds
Communicate professionally and effectively in written and oral forms
Use technology effectively
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

EDUCATION and EXPERIENCE:

Bachelor's degree in Education, Adult Education, or related field

Minimum of 3 years' experience working with adult students in corrections, 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 IN THE WORK ENVIRONMENT:

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:

April 2016

Re-Entry Transition Specialist

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 3138

April 2016