

JOB DESCRIPTION

POSITION TITLE: Transition Specialist – Temporary	JOB CODE: AE10
DIVISION: Accountability and Research	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: 178 days/ 4 hours per day
REPORTS TO: Supervisor, Adult Education	PAY GRADE: NZ00 (Based on Prof/Sup, Rank I, Step 3)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Ensure students are provided a continuum of services to span adult education instruction to GED graduation, post-secondary, and the workforce; assist students in exploring careers, evaluating academic abilities, and setting goals; provide resources such as student information packets, transition guides and recruitment materials.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: None
3.	Experience: 2-3 years of related work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Leads the development and implementation of the local transitions plan for all counties in the Service Delivery Area.
3.	Assesses and advises on academic and career issues.
4.	Identifies the educational/career options appropriate for each student and assists with the analyses of each option, including possible outcomes and their implications (e.g. Dual Enrollment).
5.	Serves as a liaison between the Adult Education Program, post-secondary education, Workforce Investments Boards (WIBs), and community service agencies.
6.	Provides integrated education and training services (e.g. college tours, job fairs, mentoring, job coaching).
7.	Provides training and support to staff members on the integration of the Career Awareness curricula and workplace skills.
8.	Develops transition materials and resources.
9.	Tracks students' progress for academic, career, and personal growth.
10.	Interviews and advises adult basic education and English language learner students on procedures and academic requirements for admission into colleges and universities along with support for life skills needed for student success.
11.	Provides academic information to orientation groups and potential students.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____