



## **Job Description**

### **Campbell Union High School District**

### **Campbell Adult and Community Education**

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**Title: Transition Specialist**

**In-house closes: June 24, 2016**

#### **General Description:**

Under the general supervision of the Director of Adult Education, or designee, the 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 Guidance Adviser in the implementation of the South Bay Consortium for Adult Education (SBCAE) regional transition plans and goals.

#### **PRIMARY RESPONSIBILITIES:**

- 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 assessments.
- Collect, interpret, and report/disseminate data on student progress with all stakeholders, including data required for the Workforce Innovation and Opportunity Act.
- Collaborate with community colleges, adult schools, the regional workforce development systems, local businesses, library, and other community organizations to facilitate the students' transitions to college or work.
- Develop systems for students to have internship and employment opportunities.
- Coordinate field trips to community colleges, adult schools, libraries, training programs, local employers, and other organizations.

- 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 SBCAE 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.
- Attend required meetings and professional development sessions.
- Perform other duties, as assigned, by the Guidance Advisor and School Administrators.

#### KNOWLEDGE OF:

- Adult school programs
- Community college career/ academic programs and systems.
- Career planning strategies.
- And experience teaching ABE, ASE, ESL, HSE, and/or CTE.
- 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.
- 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:

- Possess valid California teaching credential to adults in the subject area.
- 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 teaching bridge/transition classes or advising students about transition.
- Bilingual Spanish desirable.
- Valid CA driver’s license.

#### PHYSICAL DEMANDS IN THE WORK ENVIRONMENT:

March 14 4:30 pm

These physical characteristics described here 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 workshop within the state
- Lift, carry, push or pull items with a strength factor of up to 40 pounds
- 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
- Ability to drive to all district sites 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

#### CALENDAR AND COMPENSATION:

- 180 day calendar; 7 step salary schedule ranging from \$36.25/hour - \$45.87/hour
- Estimated 12 hours/week, Monday-Wednesday, 5:00-9:00 p.m.
- Health Benefits

APPLICATION PROCESS: Current employees send a letter of interest, resume, or application to Human Resources or apply in person at Campbell Union High School District. **Outside applicants must apply on-line at [www.edjoin.org](http://www.edjoin.org). Internal application deadline is Friday, June 24, 2016 at 4:30 pm.**

Board Approved: 5/7/15

*Campbell Union High School District does not discriminate against any person regardless of age, race, gender, sex, actual or perceived sexual orientation, religion, color, national origin, ethnic group identification, disability, marital status, Vietnam era veteran status, or any other reason.*