

## District Position Description



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<b>Position Title:</b>	<b>Transition Specialist</b>
<b>Department:</b>	<b>Adult Education</b>
<b>Reports To:</b>	<b>Director of Adult Education</b>
<b>FLSA Status:</b>	<b>Exempt</b>

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### **SUMMARY:**

Responsible for implementing a support and student recruitment plan coordinating services and collaborating with the school community, local agencies (DSS, One-Stop, Armed Forces, local technical colleges, and the business community) to guide, counsel and appropriately place students who complete their goals in the Adult Education Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Participates in meetings and workshops sponsored by the Office of Adult Education, RAETAC, and other professional development activities.
- Attends and successfully completes the National Career Development Facilitator (CDF) Certification training.
- Prepares and disseminates promotional and program materials.
- Communicates to local community resources on a regular basis, progress or challenges that impact the transition initiative.
- Utilizes a case management approach to link local services and resources to adult education students in conjunction with other local community agencies, (educational, social, and/or labor) for the purpose of establishing a comprehensive referral system.
- Coordinates with local One-Stop intensive services and employment opportunities for the purpose of matching students with full time or part time employment.
- Assists in job placement (part-time or full time).
- Conducts information sessions utilizing SCOIS to generate student interest inventory.
- Develops individual career plans both short term and long term.
- Coordinates with the local One-Stop counselor to meet with potential students to explore employment or offer intensive services for those students who meet eligibility guidelines.
- Offer skill training in job application completion (paper and computer based), interview skills and resume preparation to prepare students for the world of work.
- Contacts recruiters (Army, Navy, Air Force, Marines, and National Guard) to establish informational sessions for potential adult education students.
- Regularly schedules recruiters to meet with individual or small groups to provide opportunities for students to explore military options.
- Hosts (ASVAB) testing on adult education site.
- Coordinates student records with recruiters to ensure transition into the military.
- Presents information about local postsecondary/other training opportunities and their availability to students.
- Coordinates on-site visits with the technical college admissions counselors to include EOC, TRIO, and traditional technical college admissions program for the purpose of sharing program information with adult education students highlighting certificate, diploma and degree programs.

- Arranges on-site campus visits to technical colleges.
- Schedules with the technical college the student administration of the COMPASS test at the local adult education site.
- Provides student assistance with financial aid information and forms to be completed.
- Guides adult education students through the application process.
- Maintains a student database to include contact/attendance and student placement.
- Works in tandem with the adult education teachers and staff to promote students achieving their goals.
- Maintains complete and accurate records/reports of the program, and prepare such reports as may be required by the S.C. Department of Education, Office of Adult Education.
- Performs other duties as may be assigned.

## **JOB SPECIFICATIONS**

### **EDUCATION and/or EXPERIENCE:**

A bachelor's degree or higher; at least one year of successful experience in career counseling, employment placement, college placement, or student services.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid SC Teaching License (any applicable area)

### **SUPERVISORY RESPONSIBILITY:**

Directly supervises teachers and a site-based secretary.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to communicate effectively with students, parents, District staff, government agencies and all other groups involved in the activities of the job. Ability to effectively present professional development and training and respond to questions from groups of educators, trainees and administrators.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and analyze data to make informed decisions.

### **REASONING ABILITY:**

Ability to comprehend, interpret, and apply state and federal regulations to related academic initiatives. Ability to effectively apply knowledge of academic initiatives, programs, and services. Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS and ABILITIES:**

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Personal computer experience required. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Ability to establish

and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to apply knowledge and current research and theory in the literacy. Ability to organize and implement a flexible work schedule in order to meet reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance to scheduled deadlines. Some extended hours and multiple demands from several people are frequently required of the employee. Computer literacy required (Microsoft Office Suite).

#### **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.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours. Duties of the job require frequent use of a computer monitor and related equipment.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment for this position varies. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

#### **TERMS OF EMPLOYMENT:**

10 months

Professional II Salary Schedule

*The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.*

#### **EVALUATION:**

Performance of this job evaluated annually according to Board Policy.

#### **DISCLAIMER STATEMENT:**

*The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

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