Campbell Adult and Community Education
Campbell Union High School District

Job Description
Transition Specialist

Description:
Campbell Adult and Community Education (CACE) Program serves a diverse population of adult learners. California’s public adult schools are under greater pressure to accelerate learning and help more students reach post-secondary education and careers. The position of 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 under the direction of the Guidance Adviser in the implementation of the South Bay Consortium for Adult Education (SBCAE) regional transition plans and goals.

Essential Job Duties and Responsibilities:
1. Organize students’ assessment and orientation sessions.
2. Assist all students to set career and academic goals and develop an educational plan identifying assets, barriers, and support services needed to address challenges.
3. 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.
4. Build collaborative relationships with community-based and other public agencies in order to provide support services, referring students for supports the school cannot provide.
5. Monitor students’ progress with appropriate multiple assessments.
6. Collect, interpret, and report/disseminate data on student progress with all stakeholders, including data required for the Workforce Innovation and Opportunity Act.
7. 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.
8. Develop systems for students to have internship and employment opportunities.
9. Coordinate field trips to community colleges, adult schools, libraries, training programs, local employers, and other organizations.
10. 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.
11. 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.
12. Keep all necessary records and submit required paperwork in a timely manner.
13. Attend required meetings and professional development sessions.
14. Perform other duties, as assigned, by the Guidance Advisor and School Administrators.
Qualifications:
Candidates applying for this position must be able to perform each essential duty satisfactorily.

Required Knowledge, Skills, and Abilities:
- Minimum of 3 years’ experience teaching adult students in adult school and/or community college environments.
- Must have experience teaching bridge/transition classes or advising students about transition.
- Must understand the community college career/academic programs and systems.
- Must be patient, flexible, culturally proficient, and able to work with individuals from diverse ethnic and linguistic backgrounds.
- Work collaboratively with colleagues, staff, and school administrators.
- Be able to work strategically to prioritize tasks and meet deadlines.
- Display professional behavior and appearance.
- Knowledge and experience teaching ABE, ASE, ESL, HSE, and/or CTE.
- Bilingual skills desired.

Education:
- Possess valid non-emergency California teaching credential to adults in the subject area.
- Bachelor’s degree in Education, Adult Education or related field.

Schedule
Monday-Fridays – 9:00 am-12:00 pm. Evening hours to be arranged.
<<20 hours a week, four positions?>>

Compensation
<< insert salary table – curriculum specialist>>