

Location:	Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal SVAE
Classification:	Hourly Teacher, AFT Unit
Date Approved:	6/8/16
Dates Revised:	12/9/15
Position Control:	#141141, 141142, Salary Schedule 1, Range 1, Work Year 175 Days

POSITION DESCRIPTION:

Silicon Valley Adult Education (SVAE) Program serves a diverse population of adult learners. Under the Adult Education Block Grant (AB104), 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; and, to facilitate the achievement of career and academic goals following AB104 requirements. The Transition Specialist will work under the direction of the Principal or designated Administrator in the implementation of the South Bay Consortium for Adult Education (SBCAE) regional transition plans and goals.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- 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 (WIOA)
- 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
- Coordinate career and college fairs
- 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

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- 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 Principal or designated Administrator

EMPLOYMENT STANDARDS:

Knowledge of:

- 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

Ability to:

- Work collaboratively with colleagues, staff, and school administrators
- Be able to work strategically to prioritize tasks and meet deadlines
- Display professional behavior and appearance
- Bilingual skills desired, Spanish

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience

Knowledge and experience teaching ABE, ASE, ESL, HSE, and/or CTE

Education and Credentials:

- Possess valid non-emergency California teaching credential to adults in the subject area
- Bachelor's Degree

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

MINIMUM QUALIFICATIONS (continued):

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature