



Cañada College ♦ College of San Mateo ♦ Skyline College

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## **TRANSITION COORDINATOR**

Adult-Education College and Career Educational Leadership (ACCEL)

**Grant Funded**

A Classified Position

[Grade 27 – Salary Schedule 60](#)

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### **A. General Statement**

Reporting to the Dean of Academic Support and Learning Technologies and interacting closely with the ACCEL Executive Director, Adult School Transition Specialists, and adult education consortia, this position assists with programs and services to support adult education students' transition to community college. Under direction, the Transition Coordinator will work in partnership to implement the requirements outlined in the Adult Education Block Grant for SMCCCD. This position requires extensive interaction with individuals from different cultural and professional backgrounds. The Transition Coordinator will need to maintain robust partnerships with faculty, staff, students, and administrators from both the Adult School and Community Colleges. A close relationship with the Planning Research and Institutional Effectiveness Office, Assessment Center, Counseling Department, Financial Aid, Learning Center, Admissions and Records, Professional Development, and CTE and ESL Departments are critical. The coordinator will work with faculty to develop CTE curricular pathways, as well as perform services, in collaboration with other college staff in the following areas; student recruitment, orientation, special events, tours, individual and specialized programs to support current and potential program participants. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. The Transition Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Oversees collaborative, cross department work in support of development, implementation, improvement, and operation of ACCEL regional plans
2. Works closely with adult school and college faculty and staff to enhance existing academic programs in support of providing foundational skills

3. Through the Professional Development Centers on campus offer training for faculty and staff in effective teaching and learning strategies for adult education students including contextualized learning and directed learning activities
4. Exchanges information with students, staff, other educational institutions, community and business representatives, vendors, governmental agencies and the general public regarding the ACCEL regional programs and adult education consortia
5. Travels to adult schools to inform and/or recruit students into the colleges academic programs and work with Adult School Transition Specialists to build bridges across various departments and divisions
6. Attends and participates in meetings with ACCEL partners at local and regional levels
7. Partners and collaborates with other instructional learning communities, career advancement academies, and institutional committees as appropriate
8. Makes presentations to small and large groups as a program and college representative
9. Participates in planning and implementation meetings with college and outside groups and representatives
10. Plans, conducts and participates in tours, job fairs, and program services in conjunction with management, faculty and other staff
11. Coordinates logistics and establishes timelines, required materials, online support services, facilities, publicity and other program and event needs
12. Plans joint events with other college departments and programs, and with outside business and community representatives
13. Serves as liaison between student program participants and various instructional and student services departments
14. Researches and compiles statistical, narrative, financial, demographic and other data for regular and special reports to track program participation, recruitment effectiveness, student follow-up, retention and transfer rates, program evaluation criteria, career resources and job availability, employer profiles, and other information
15. Enters, modifies and retrieves online data
16. Uses a variety of software to compose, format and prepare correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials
17. Sets up and maintains confidential and other files
18. Plans and coordinates lay-out, graphics, photography and other artwork, editing, printing, multimedia enhancements, web page information, distribution and other services in conjunction with other staff, students and/or vendors as appropriate.
19. Performs other related duties as assigned

**C. Requirements**

1. Bachelor's degree in Social Work, Social Services, Counseling, Adult Education, Education, ESL, Communications, or a closely related field.
2. Successful experience of increasing responsibility in an educational, social services, or related area
3. Extensive public contact experience that has demonstrated respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups and abilities
4. Experience working with community college students from diverse backgrounds
5. Experience with program planning, implementation, and evaluation
6. Experience with training and leading the work of others
7. Experience with research, formatting, assessment and preparation of data for reports and other materials
8. Experience with the use of a variety of computer software to track and monitor data
9. Demonstrated skills in oral and written communication, including public speaking
10. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
11. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

**D. Preferred Qualifications**

1. Master's degree in Social Work, Social Services, Counseling, Adult Education, Education, ESL, Communications, or a closely related field.
2. College classroom training and teaching experience
3. Knowledge of the Adult Education Block Grant (AEBG) legislation, purpose, and requirements
4. Knowledge of specific program and related college services available to the campus community, students, and other potential participants
5. Experience in developing CTE pathways and bridge preparation for career academies
6. Experience in developing stackable credentials for health related fields

**E. Physical/Other Requirements**

This classification requires individual, small and large group interaction; patience, tact and sensitivity; good memory and attention to details; multiple-tasking and prioritization; flexibility and adaptability; data analysis and comparison; oral and written communication; and team work in order to perform the essential functions.

**F. Knowledge, Skills & Abilities**

1. Knowledge of specific program and related college services available to students and other potential

2. Knowledge of applicable and available community, business, governmental and educational resources
3. Skill in oral communication, including public speaking
4. Skill in written communication
5. Skill in short- and long-range program and event planning, program and event implementation, coordination and evaluation
6. Skill in interviewing, assessment and evaluation
7. Skill in sensitive, respectful and effective communication of people of diverse cultures, language groups and abilities
8. Skill in establishing and maintaining effective and efficient working relationships
9. Skill in research, compiling and formatting a variety of data for reports
10. Skill in use of the Microsoft Office Suite and web-based content management systems
11. Ability to work effectively as part of a customer-service team

(10/2014)