

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> Part Time, 12 months	<b>Title</b>	ADULT EDUCATION AND LITERACY TRANSITION SPECIALIST
<b>Revised:</b> 5-2-19	<b>Department</b>	AEL
<b>Level:</b> N.A.	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	AEL Director

**POSITION SUMMARY**

The Transition Specialist travels to AEL class sites in Newton, Lawrence and Barry County. Meets with Crowder College AEL students and creates a plan to transition to college, training, or a job with a career ladder. Creates community partnerships that support AEL students in the attainment of services that lead to employment and/or postsecondary education and training. The hours vary but correlate with class times at each location. This is a 12 hour a week position.

**MAJOR FUNCTIONS**

1. Collaborate with community partners to implement an integrated, job-driven, public workforce system that links AEL students to the private sector and coordinates efforts with local partners identified under the WIOA law to streamline and avoid duplication of services.
2. Improve access to and the effectiveness of services for the purpose of assisting AEL students as they access employment, education/training, and support services that lead to industry recognized
3. postsecondary credentials and employment.
4. Serve on local boards for the purpose of determining local workforce investment priorities that streamline, coordinate, and align college and career readiness programs that support AEL students/graduates.
5. Integrate the intake and case management process for students identified by their classroom teachers as being career or college-ready by engaging employers across the workforce system and aligning training with needed skills.
6. Maintain Employment Track- Case Management Notes: This includes, documentation related to ongoing case management activities and follow-up for students on the employment track.
7. Maintain Post-Secondary Post-Management Notes: This includes, documentation related to ongoing case management activities and follow-up for students on the post-secondary track.
8. Provide direct assistance to students who are identified as potential career-ready by referring to the job center, establishing relationships with employers, and assisting with resumes, job applications, interviews, etc.
9. Meet weekly as needed with those students identified as being college and career-ready to assist them in developing a postsecondary action plan that addresses barriers and identifies support services.
10. Establish formal linkages to the colleges by serving as a dedicated transition counselor and assisting with the postsecondary admissions process and scholarship/FAFSA application process.
11. Track AEL graduates for one year through outreach and engagement activities and provide referral information to those who need services, job information, or additional educational opportunities.
12. Attend all local and state workshops and staff development training required to maintain certification.
13. Use data from the Missouri AEL LACES computer data system to monitor student progress.
14. Perform other duties as assigned by the Director of the AEL Program.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's Degree required.
2. Requires Adult Education and Literacy Certification
3. Must pass background check.
4. Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

**EQUIPMENT/SOFTWARE**

Ability to operate standard office equipment such as computers, copiers, and telephones. Able to use various online educational products.

**POSITIONS SUPERVISED**

None

**WORKING CONDITIONS**

1. Usually indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. 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.
3. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Sedentary work involving sitting part of the time, but will involve mobility within the Center and external locations.
2. Input and access information-using computers.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

**LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including students, instructors and the general public.
2. Ability to read and understand correspondence
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.