

VISTA UNIFIED SCHOOL DISTRICT
ADULT EDUCATION TRANSITION ADVISOR

Purpose Statement

The purpose of an Adult Education Transition Advisor is to provide technical assistance and support to students concerning Adult Education instructional programs, classes, and services; plan, organize, and coordinate a variety of events and activities in support of the Adult Education program; collaborate with a variety of stakeholders to create a network of support for student transition into a career and/or postsecondary education.

This job reports to assigned administrator.

Essential Functions

- Assists students to determine career and academic goals and develop an educational plan (e.g. identifying assets, barriers, and support services, etc.) for the purpose of addressing challenges and supporting student transitions.
- Assists with developing, tracking, monitoring, and reporting student performance and outcome data for the purpose of gaining information, reporting information according to federal, state, and/or District requirements, and/or discussing needs and issues involving students.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with teachers, support staff, and other internal and external parties for the purpose of developing and sharing strategies, planning and assisting with events, and achieving student and Adult Education and District goals and objectives.
- Confers with teachers and support staff and performs follow up functions and activities including concerns with student attendance, welfare, and other issues for the purpose of supporting the students' overall academic needs and well-being and/or making appropriate referrals.
- Coordinates with educational institutions, community leaders, and organizations for the purpose of providing information regarding Adult Education and District program goals and objectives, building resources, and expanding program capabilities.
- Maintains manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs general clerical functions (e.g. scheduling, copying, faxing, scanning, data entry, filing, etc.) for the purpose of supporting department operations.
- Plans, coordinates, presents, and assists with a variety of activities and events (e.g. presentations, forums, workshops, campus visits, etc.) for the purpose of providing support to students and the educational program.
- Researches and compiles information on a variety of topics (e.g. employment and education information, trends, student progression, internships, etc.) for the purpose of providing information, developing recommendations, and resolving issues.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication among parties.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- analyzing data;
- applying job-related codes, regulations, and laws;
- classifying data and/or information;
- operating standard office equipment and office technology;
- performing arithmetic computations and clerical duties with speed and accuracy;
- planning and managing projects;
- preparing and maintaining accurate records;
- using office software applications including word processing, spreadsheets, presentation, and databases.

KNOWLEDGE is required to

- analyze situations to define issues and draw conclusions;
- compose a variety of documents, present information to others, and/or facilitate group discussions;
- perform basic math, including calculations using fractions, percents, and/or ratios;
- read technical information;
- solve practical problems;
- speak clearly;
- understand complex, multi-step written and oral instructions.

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

- adult school, college, and career technical education programs, including entrance requirements and application procedures;
- basic interviewing techniques;
- business telephone and email etiquette;
- career development techniques;
- community resources;
- concepts of grammar, spelling, and punctuation;
- developing and implementing educational plans;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of tactful, patient, and courteous interpersonal interactions;
- occupational resources, trends, and opportunities;
- office equipment and technology;
- office practices and procedures;
- pertinent software programs;
- recordkeeping and record retention practices;
- research methods and report writing techniques;
- statistical recordkeeping techniques;
- transcript evaluation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.

Ability is also required to work with a significant diversity of individuals and groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making arithmetic calculations quickly and accurately;
- meeting deadlines and schedules;
- multitasking;
- organizing tasks;
- reading, interpreting, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- working as part of a team;
- working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; leading, guiding, and/or coordinating with others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job-related education with study in job-related area.

Equivalency: Any combination equivalent to a Bachelor's degree in education, counseling, or a related field and two (2) years of experience working with education and/or career counseling, social services, or case management.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Qualifications Appraisal Interview.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance

Drug Test

Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Established 12/13/2016

Salary Grade

Range 53, Classified