Position Description

Job Title: Transition Coordinator (3 Year Grant Funded Position)
Division: Academic Affairs
Department: Adult Basic Education
Last Update: 8/20/2012
Supervisor’s Position: Director, Adult Literacy
FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:
The Transition Coach is a three year grant funded position that will provide intense support for ABE-GED students within the WATC-Goodwill partnership in their first semester of post secondary education, and provide follow up and support as needed in the students’ second semester. Additionally, this position will provide leadership and direction for the implementation and coordination of the Accelerating Opportunities state grant.

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Essential Duties and Responsibilities:

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<th>Approximate Percentage of Time</th>
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<td>To work collaboratively with Vice President of Educational Services/Goodwill, Director of Adult Literacy, Manager of Grants and other instructional management and staff:</td>
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1. Work with students as they are nearing completion of their ABE program of study to enter into the postsecondary transition program opportunity provided by the Accelerating Opportunities (AOK) grant.
3. Assist in moving ABE students through post-secondary enrollment.
4. Assist students in finding financial aid resources, such as Pell Grants, Workforce Funds, etc.
5. Increase the number of ABE students enrolling in post-secondary technical programs by 25%; improve retention by 35%; improve certificate completion by 35%
6. Serve as liaison for ABE Program, ABE students, and technical program coaches to WATC and to Goodwill.
7. Follow-up and track ABE students for two semesters after enrollment; meet with each student for a minimum of two interviews per month during the first semester; a minimum of one interview per month during the second semester.
8. Monitor students’ grades and progress through the semester, contact students’ academic coaches, and track meetings with teachers.
9. Provide support and coordination for the AOK grant for post secondary and GED faculty and assist in providing support resources.

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85%
10. Prepare program for institutional sustainability beyond the three year grant.

1. Attend all Grant meetings and maintain data/documentation as needed for grant.
2. Collaborate with other Kansas institutions that are involved in the grant.
3. Build a collaborative spirit between the ABE/GED program partnership with Goodwill and WATC.
4. Perform other duties as assigned.

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Required Knowledge, Skills, and Abilities

- Evidence is required of effective time management skills, including the ability to manage multiple projects, and meet deadlines in a timely manner, and the ability to prudently prioritize tasks, projects and goals.
- Evidence is required of professional-level communication skills, including excellent written and oral communication skills, excellent interpersonal skills, and ability to communicate effectively with others in arriving at solutions to complex problems.
- Evidence is required of professional-level critical thinking skills, including ability to read and process detailed information, ability to think open-mindedly within alternative systems of thought, recognizing and assessing, as need be, assumptions, implications, and practical consequences.
- Evidence is required of workplace teamwork skills, including ability to work effectively with all constituents of the College and public, being flexible and respectful of the thoughts, opinions and contributions of others in a group, being respectful of people’s diversity, individual differences and perspectives, and being able to provide feedback in a constructive and considerate manner.

Education and Experience:

- Bachelor’s Degree and high school or post secondary experience required.
- Experience teaching and/or working in an Adult Basic Education-GED Program or college advising experience preferred.

Working Conditions:

Daily attendance is required to meet the needs of students, and to interface with WATC faculty and staff as well as with outside organizations. Attendance is required at meetings and in-services. Schedules may fluctuate to accommodate student needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Ability to converse with and understand English-speaking students is required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Work schedules will be as needed to accomplish assigned duties. Independent travel by car and public carrier is required. Must be able to work in a multi-tasked high volume environment, managing multiple and competing priorities. Some weekend and night work is required.

__________________________________                  ______________
Employee Acknowledgement                  Date

__________________________________                  ______________
Supervisor Acknowledgement                  Date