



Transitions Coordinator Role

This is a compilation of duties, job responsibilities and resources gathered from Transitions Coordinators and ABLE Administrators across the state. As with our programs, there was a wide variety of approaches to the job. We have included all of the responses so that a program can review the possibilities and choose roles and descriptions to develop a position that reflects the staff best suited to meet the needs of the program, collaborations, and students served.

| Coordination |
|--|
| Partner with local colleges, AWE and ABLE staff to develop and implement transitions programs |
| Organize each community college and employment pathway |
| Assist with transitioning adults <ol style="list-style-type: none"> 1. Straight into employment 2. Into the workforce specifically through trade skilled training programs 3. Into college |
| Work with ABLE staff to <ol style="list-style-type: none"> 1. Insure instruction is delivered to meet goals of ABLE, ABLE-Community College and ABLE-AWE partnerships 2. Create a coordinated student education and career plan 3. Refine curriculum and track student outcomes |
| Works as resource for teachers and partners for student success |
| Coordinate the referral system, schedule classes |

| Individual Meetings Responsibilities |
|--|
| Facilitate student referrals and paperwork to postsecondary education/employment. |
| Conduct career exploration and pathways with students. |
| Assist with ABLE students in accessing postsecondary education/employment options and the transition to postsecondary education/employment. Conference with students about <ol style="list-style-type: none"> 1. Transition options 2. Individual Education and Career Plans 3. Employment opportunities 4. Academic issues 5. Post secondary applications for enrollment 6. Financial aid 7. Scheduling classes |

8. Entrance exam related issues

Conduct follow up:

1. with absent students
2. with all GED graduates
3. with students interested in postsecondary options

Group Meeting

Provide a SMART Goal Lesson at every orientation/ registration

Develop and plan activities for students such as how to do an online job search, resume writing, Identifying life-roles, career guidance, educational planning based upon student needs.

Offer stand-alone Transition class that could include teaching EFL's 5 and 6 - specifically in advanced math in ABLE and within the Transitions program at the college.

Develop and implement lesson plans/workshops for transition to work or college

Acts as Lead instructor for Bridge programs held at the community college in which all referrals to the program come from the college's gateway academic advisors.

Develop and refine curriculum for the COMPASS Preparation Course.
Monitor the ABLE Advising services for COMPASS Preparation Course.
Monitor outcomes and keep current data for students, including pre and post assessments and successful registration in college-level classes.

Integrate into Classroom

Integrate career and educational pathway planning and implementation into ESOL and GED/Basic Skills

Integrate material into adults' roles as family members, citizens, and workers.

Work with staff to use transition techniques in the ABLE classroom, including introduction of transitions to students in orientation, speakers, student exit reviews, referrals and follow-up of GED graduates.

Instruct teachers in techniques and strategies to use in their own lessons and classes.

Monitor staff to insure instruction is delivered to meet goals of ABLE, ABLE-Community College and ABLE-AWE partnerships.

General Responsibilities

Submit appropriate records and reports in a timely manner including monthly attendance, payroll, quarterly intakes, progress and exits, book inventory, lesson plans, and professional development plan.

Attend staff meetings and complete professional development requirement.

Demonstrate good communication skills and strong human relation skills.

Frequency of Student Meetings

Transition Coordinators meet with students a variety of days/hours a week. This is based on program size, student enrollment, and needs of the program.

Below is a list of times programs indicated their Transition Coordinators generally met with students:

- Daily
- Three days a week from 2-6pm
- 2 hours weekly after class during open lab for drop in
- Weekly
- Bi-weekly
- Twice each month
- Monthly
- Regularly
- Once a quarter
- By appointment
- Two visits to each site per month
- Every 5 weeks to classes, as needed in transit
- Within a month of students entering program all level 5 and 6 students are contacted 2.
- During ABLE orientation
- When a student is ready to take the GED test and after the program receives the results
- An exit interview is completed for any student leaving the program who is taking the GED test
- Follow-up depending on how the student scores on the COMPASS exam through the program's Transitions program at the college

Transitions Resources

| | |
|----------------------------|--|
| Curriculum Toolkits | <p>The Career and Life Transitions Resource Guide NCTN College Transition Toolkit EDR 5 Career Awareness Toolkit Region 1 GoPrepared curriculum WorkKeys/ Keytrain Educational Catalogs from AWE, Colleges Medical readiness curriculum Manufacturing Readiness curriculum, Developing Pharmacy Tech EMSI and OCIS Software Pearson's MyFoundationLab curriculum (computer based) National Career Awareness Project Integrating Career Awareness in the ABE/ESOL Classroom PLATO Software TABE curriculum COMPASS Tutors Quick Start Kuder Journey Career Testing Ohio ABLE Distance Learning</p> |
| Texts | <p>Steck Vaughn: Transitions series, Career Ready series Workplace Essentials DVD and skills workbooks GED Connections <i>Becoming A Master Student</i></p> |
| Websites | <p>Ohio Means Jobs ABLE Transitions Repository Eureka</p> |
| Partnerships | <p>Local community colleges Proprietary schools One Stop Centers County Jobs and Family Services Referral to Transitions Coordinator in Adult Education Dept. Advisory Committee with postsecondary experience Career Centers College Library file Partnerships with AWE, Community Colleges College Access Advisor Educational Opportunity Center counselor Towards Employment</p> |
| Classes | <p>Interviewing and resume writing Study Skills PowerPath Developmental education math and English Transition to college/College Readiness Courses Pre-developmental classes Hold monthly workshops led by adult workforce development coordinators, as well as, local college reps. Guest speakers from postsecondary and the workforce</p> |
| General | <p>Connect Ohio as a way to teach students computer skills. Annual college fair Attend local business association meetings</p> |