

Transitions Coordinator Role

This is a compilation of duties, job responsibilities and resources gathered from Transitions Coordinators and Aspire 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, OTC and Aspire 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. 3. Into college
Work with Aspire staff to <ol style="list-style-type: none"> 1. Insure instruction is delivered to meet goals of Aspire, Aspire-postsecondary 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 Aspire 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: <ol style="list-style-type: none"> 1. with absent students 2. with all HSE 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 Aspire 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 college readiness courses
Monitor the Aspire advising services for college readiness courses
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 ELA and HSE/Basic Skills

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

Work with staff to use transition techniques in the Aspire classroom, including introduction of transitions to students in orientation, speakers, student exit reviews, referrals and follow-up of HSE 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 Aspire and Aspire-postsecondary 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 each week. This is based on program size, student enrollment, and needs of the program

Transitions Resources

<p>Curriculum Toolkits</p>	<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 OTC, 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/ELA Classroom PLATO Software TABE curriculum COMPASS Tutors Quick Start Kuder Journey Career Testing Ohio Aspire Distance Learning</p>
<p>Texts</p>	<p>Steck Vaughn: Transitions series, Career Ready series Workplace Essentials DVD and skills workbooks HSE Connections <i>Becoming A Master Student</i></p>

Websites	Ohio Means Jobs Aspire Transitions Repository Eureka
Partnerships	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 OTC, Community Colleges College Access Advisor Educational Opportunity Center counselor Towards Employment
Classes	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
General	Connect Ohio as a way to teach students computer skills. Annual college fair Attend local business association meetings