



METROPOLITAN EDUCATION DISTRICT (MetroED)
HUMAN RESOURCES
760 HILLSDALE AVE.
SAN JOSE, CA 95136

ANNOUNCEMENT OF VACANCY
POST-SECONDARY TRANSITION SPECIALIST (Temporary Position)
March 10, 2022

- WHO MAY APPLY:** District is seeking an enthusiastic, high-energy person to be part of the Silicon Valley Career Technical Education (SVCTE) team. See attached job description.
- LOCATION:** MetroED – SVCTE - 760 Hillsdale Ave., San Jose, CA 95136
- POSITION:** Post-Secondary Transition Specialist (Temporary Position)
- SCHEDULE:** Monday-Friday, 7:30am - 4:30pm
- REPORTS TO:** Director of Program and Student Support Services or Designee
- QUALIFICATIONS:** **Education:** Bachelor’s Degree
Credential: CA teaching credential preferred but not required
Experience: Minimum of 3 years experience in high school and/or community college environments. Experience teaching bridge/transition classes or advising students about transition. Must understand the community college career/academic programs and systems.
- SALARY:** \$62,040 - \$95,392 per year based on experience
- DEADLINE:** Open until filled
- START DATE:** ASAP
- APPLICATION** Go to www.edjoin.org and submit: A letter of intent, a resume and 3 current letters of recommendation (within a year).
- CONTACT:** Susan Nakahira – HR Analyst at (408) 723-6435 snakahira@metroed.net

MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency
Background investigation will be conducted

Metropolitan Education District
Post-Secondary Transition Specialist (Temporary)



Location:	Metropolitan Education District (MetroED) Silicon Valley Career Technical Education (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	SVCTE Principal or designee
Classification:	Certificated Other (unrepresented)
Date Approved:	9/08/2021 PENDING APPROVAL
Dates Revised:	
Position Control:	#143008, Salary Schedule 16, Range A, Work Year 190 Days

POSITION DESCRIPTION:

Silicon Valley Career Technical Education (SVCTE) Program serves a diverse population of high school learners within six local districts. Under the Strong Workforce Program (SWP), public schools are under greater pressure to accelerate learning and help more students reach post-secondary education and careers in order to strengthen regional economies. The temporary position of Post-Secondary Transition Specialist will provide guidance and assistance for students within the program, *College Nexus*, where supports are offered for students transitioning to college through dual enrollments, provide information on economic benefits of attending community colleges to parent(s)/guardian(s), assist with workshops on Transfer Admission Guarantee (TAG) and Intersegmental General Education Transfer Curriculum (IGETC) processes with partnering community colleges while generating data collection on various facets of the *College Nexus* project. The Post-Secondary Transition Specialist will work under the direction of the Principal or designated Administrator.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Assist students to set career and academic goals and develop an educational plan identifying assets, barriers, and support services needed to address challenges
- Work collaboratively with teachers, support staff and community college partners to identify appropriate personalized supports aligned to their career and academic goals
- Build collaborative relationships with community-based and other public agencies in order to provide support services, referring students for supports the school cannot provide
- Monitor students’ dual enrollment progress from initial application to transitioning post-secondary
- Collect, interpret, and report/disseminate data on student progress with all stakeholders, including data required for the Strong Workforce Program grant (SWP)
- Collaborate with community colleges and regional workforce development systems to facilitate the students’ transitions to college or work
- Assist in the development of systems for students to have internship and employment opportunities
- Assist or be asked to coordinate and facilitate career and college fairs
- Facilitate student bridge/transition sessions with initial college applications, provide workshops to assist with financial aid options, and connect students to college-level support services, and provide “warm hand-offs” to local community college liaisons at the end of the year

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AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Meet regularly with community college dual enrollment coordinators
- Develop regional systems to facilitate transition among community colleges and other community-based organizations
- Keep all necessary records and submit required paperwork in a timely manner
- Attend required meetings and professional development sessions
- Perform other duties, as assigned, by the Principal or designated Administrator

EMPLOYMENT STANDARDS:

Knowledge of:

- Minimum of 3 years' experience in high school and/or community college environments
- Experience teaching bridge/transition classes or advising students about transition
- Must understand the community college career/academic programs and systems
- Must be patient, flexible, articulate, culturally proficient, and able to work with individuals from diverse ethnic and linguistic backgrounds

Ability to:

- Work collaboratively with colleagues, staff, and school administrators
- Be able to work strategically to prioritize tasks and meet deadlines
- Display professional behavior and appearance
- Bilingual skills desired, Spanish

MINIMUM QUALIFICATIONS:

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

Experience

Knowledge and experience in post-secondary transitioning, college entrance, counseling and/or teaching CTE

Education and Credentials:

- Bachelor's Degree
- California teaching credential (preferred but not required)

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

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MINIMUM QUALIFICATIONS (continued):

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature