

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Transitions Coordinator

**Terms of Employment:** 167 days; 6 work hours/day

Hours are Monday-Thursday days and evenings. These are subject to change based on student needs. This position is dependent on AEL grant funding.

**FLSA Status:** Exempt

**Reports To:** AEL Program Coordinator

**Brief Description of Position:**

The Transitions Coordinator is responsible for implementing an integrated, job-driven public workforce system that links AEL students to access employment, education/training, and/or support services that lead to industry-recognized post-secondary credentials and employment.

**Required Qualifications:**

- Bachelor's degree or higher
- Obtain and maintain AEL certification upon employment
- Must be able to work with a diverse population with a variety of beliefs
- Ability to manage a multi-level classroom
- Ability to work independently with minimal supervision
- Ability to work in a busy classroom with groups of students
- Willingness to interact with the community at large in promoting the program
- Effective oral and written communication skills
- Ability to travel in the southeast region of Missouri
- Working knowledge of Google Drive.

**Preferred Qualifications:**

- Experience in Social Services
- Education, adult education or secondary teaching experience with at risk students

**Essential Duties and Responsibilities:**

- Advocates for adults returning to school facing multiple life challenges.
- Integrate the intake and case management process for students identified by their classroom teachers as being career or college ready.
- Meet as needed with those students working toward college and career readiness to assist them in developing a post-secondary action plan that addresses barriers and identifies support services.
- Promote retention in AEL programs
- Works with coordinator in promoting AEL within community being served.
- Models successful working habits and goal setting for students.
- Promotes student transitions to post-secondary and/or training
- Establishes a trusting, comfortable environment that fosters learning.

- Develops and maintains a supportive relationship with colleagues.
- Meets established timelines and completes paperwork accurately and on-time.
- Performs other related duties as assigned by AEL Program Coordinator.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

Revised: January 12, 2024