

**TRANSITION SERVICES MANAGER
CALIFORNIA ADULT EDUCATION PROGRAM**

The Transition Services Manager is responsible for improving the design and implementation of student support services for the California Adult Education Program (CAEP). The Transition Services Manager will be employed by the Foundation for Grossmont and Cuyamaca Colleges and will work closely with Grossmont Adult School, Grossmont-Cuyamaca Community College District, Mountain Empire Adult Education and other partners.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Implement the plan for the student services component of the California Adult Education Program with input from all partners.
- Supervise and support Transitions Specialists.
- Identify best practices for assisting a diverse group of students in exploration and goal setting activities to identify students in need of transition support. Create a system to carry out these best practices.
- Identify and/or create pathways, resources, and networks for students interested in transitioning to postsecondary community college, career training and employment opportunities.
- Identify key social services resources to support students who need other kinds of support.
- Under the direction of the Project Manager, collaborate with partners to assess current data tracking systems related to transition services and participate in planning data tracking for the future.
- Assist the consortium manager in collecting, analyzing, and interpreting transition services data to identify areas for program improvement and ensure alignment with program goals and objectives.
- Research, identify, and coordinate relevant professional development opportunities for Transition Specialists.
- Maintain an active caseload of students to monitor shifting trends and student needs.
- Assist in marketing opportunities on behalf of the consortium and its members, including participating in and coordinating tabling at outreach events, facilitation of field trips, creating marketing materials with consortium and member guidelines and assisting with social media efforts.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written, verbal and interpersonal communication skills
- Familiarity with workforce development, adult education and community colleges
- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills

- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and community organizations

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in behavioral science or education with five years of experience in education counseling, career counseling, social services or related fields. Bilingual strongly preferred.

COMPENSATION & BENEFITS:

- The starting salary for this full-time position is \$7,379/month (Project Manager 3), with fully covered benefits for employee and dependents.
- Membership in CalPERS retirement system (vested after only 5 years).
- Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont Adult School campuses but with frequent activities on Grossmont-Cuyamaca Community College District and Mountain Empire Adult Education campuses. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the CAEP Project Manager.

CONDITION OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. NOTE: Offers of employment are contingent upon successful fingerprint clearance.

APPLICATION PROCESS

Please apply by May 12, 2025. To apply you must submit a **cover letter and a resume in a single email to:** Auxiliary.Jobs@gcccd.edu. In the cover letter, highlight your qualifications for this position and length of service in relevant positions.

<p align="center">THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES IS AN EQUAL OPPORTUNITY EMPLOYER.</p>
