



## **JOB DESCRIPTION**

### **ADULT EDUCATION TRANSITIONAL YOUTH NEWCOMER CASE MANAGER**

#### **Range 3 – High School Classified Management Salary Schedule**

**DEFINITION:** The Adult Education Transitional Youth Newcomer Case Manager is responsible for meeting individually with students 18+ years of age who are enrolled in adult education programs funded by the Marin County Adult Education Block Grant consortium (Consortium) to:

- Develop a personalized education plan for each student
- Coordinate and ensure referrals to community based organizations for assistance with educational, health, and safety needs
- Provide on-going support and information to assist students in meeting their educational and life goals
- Work collaboratively with ESL instructor in developing education program
- Ensure the goals of the Adult Education Block Grant are achieved

**DIRECTLY RESPONSIBLE TO:** Director, Secondary Education

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Meet individually with adult students to develop an educational plan. Explain options and requirements to meet student goals. Plan to include required activities to meet education, work, and personal goals which are tracked with a timeline. Remain in contact with students to assess educational plan status and achievement of goals.
- Introduce students on how public education works in California. Introduce students to educational pathways which lead to both college and career.
- Facilitate referrals to community based organizations who can assist student in meeting education, health, and safety goals. Ensure referrals and appointments are completed.
- Introduce students to methods of career exploration, job skill development, resume preparation and practice job interview skills. Arrange for classroom presenters from various careers and/or industry site visits.
- Provide daily classroom support for the instructional program.
- Gather data required by the Adult Education Block Grant to meet reporting deadlines.
- Assist students in building skills in self-advocacy, clear communication, and personal resilience.
- Attend meetings as required and provide periodic program updates.
- Perform periodic program assessment and develop new recommendations when needed.
- Work with the members of the Marin County Adult Education Block Grant Consortium to meet their program goals and State reporting requirements. Prepare periodic reports of student goals, progress, barriers and needs for consortium members.

## **MINIMUM QUALIFICATIONS:**

- Ability to speak fluent Spanish
- Communicate effectively both verbally and in writing in English and Spanish.
- Experience in educational, social and emotional interpersonal and group work. Adult experience preferred.
- Ability to work with confidential data
- Proficient use of Microsoft Office Suite programs
- Knowledge of high school, adult school, and community college graduation requirements.
- Knowledge of high school equivalency testing curriculum and testing products
- Knowledge of English as a Second Language, Career Technical Education, pre-apprenticeship, and Parent Supporting Student success programs.
- Strong problem-solving skills.
- Cultural awareness while working with a diverse student population
- Bachelor's degree

## **LICENCES, CERTIFICATES, AND CLEARANCES:**

- Valid California driver's license
- TB Clearance
- DOJ/Fingerprint Clearance (upon offer of employment)

This position is dependent on annual funding from San Rafael City Schools allocation of AB 104 funds as budgeted by the Marin Adult Education Block Grant Consortium.

Marin Adult Education Block Grant Consortium members:

- College of Marin
- Marin County Office of Education
- Novato Unified School District
- San Rafael City Schools
- Shoreline Unified School District
- Tamalpais Unified High School District

## **PHYSICAL REQUIREMENTS:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is usually performed in an office environment but some functions may be performed at school sites, other district departments, or in community settings.

Board Approved:

*The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.*