JOB DESCRIPTION: TRANSITION SPECIALIST

2022 – 2023 School Year

POSITION ANNOUNCEMENT:
Siembra Leadership High School is an APS start-up charter going into its seventh year of operation for the 2022 – 2023 school year. We are intentionally positioned in the heart of Downtown Albuquerque. We are growing! As we increase in the number of students, we want to ensure we are also offering the very best programming and have the educator professionals to meet the program needs. We are looking for authentic, passionate, dynamic and inspiring folks who will demonstrate commitment to improving education for students and families through student support, community engagement and project-based learning. We value creative and energetic educators who have a relationship-based approach to leadership development, as it applies to both themselves and students. The Transition Specialist supports students navigating college while in high school, being successful beyond high school, and helping students develop individualized transition plans which can include creating their post-secondary education plan or helping them run their business.

Siembra’s Values:
Siembra is committed to making the community a better place by engaging young people in economic development and entrepreneurship. We view young people as assets and believe they are the key to economic development in Albuquerque. We are re-imaging what school looks like and see the institution as a vehicle for larger social change.

DUTIES:

- Participate in community outreach to expand number of students of served and to promote our CNM Dual Enrollment Program, this includes working in the evenings and weekends for events
- Being accountable for professional development of self
- Being committed to co-creating a school with colleagues
- Make student-centered decisions and build meaningful relationships with young people
- Identify and assist students that are eligible to take Dual Enrollment Courses
- Assist students in applying for admission into a Dual Enrollment Program, increasing overall Dual Enrollment for students in grades 10 through 12, and increasing passing grades for students in Dual Enrollment overall
• Assist students starting from their 10th grade year, to take the following Dual Enrollment courses: Financial Literacy, Business Professionalism and Introduction to Entrepreneurship
• Assess student’ passions, this can include, but is not limited to, an interest or career inventory, then connect the students to a program at CNM that matches their interests or goals
• Develop a system for reporting and tracking data to be utilized and presented in Charter Renewal, APS Site Visits, Community Events, etc.
• Assist students in applying for Admission into College/Universities/Trade School
• Assist students in developing a post-graduation transition plan and support them through that process
• Assist and guide students with business processes, this includes linking students to small business development offices and mentors
• Arrange College/University tours for students
• Arrange Entrepreneurial Workshops for students and staff
• Conduct FAFSA and scholarship workshops for students and their families
• Connect students with scholarship and grant opportunities for high school and college, including providing workshops to families and students
• Connect students to job opportunities and job fairs in the community
• Assist students with job support including but not limited to resume building, interviewing preparation, and the development of other life skills
• Assist with planning the robing and graduation ceremony
• Serve all students within the different educational offerings, including day students who attend school in person, re-engagement/evening students and students attending school virtually.
• Lead and manage job credit opportunities for students, including obtaining the specific documentation needed
• Advocate for students with IEPs to ensure accommodations post-high school graduation translate seamlessly
• Develop an Alumni Tracking system, or utilize the system offered through Future Focused Education
• Provide career exploration, planning and advisement development to students
• Work in collaboration with Junior and Senior Capstone Coordinator to develop an enriching experience for students that includes, but not limited to business support and development
• Build out and lead sequence of programming of CNM certifications in grades 10 - 12 in the Entrepreneurship certification and Business certification
• Work in collaboration with Color Theory Group and develop a business pipeline between students and business development offices within the Metro area
• Serve as a Success Coach under the Community Engagement Pillar

**Required Qualifications:**

• Bachelor’s degree or higher
• Ability to pass a background check
• Strong professional skills (accountability, organization, etc.)
• Strong communication skills (written, oral, interpersonal, etc.)
• Ability to foster strong relationships with young people and their families
• Ability to professionalize loving young people
• Experience and ability to work with and understand the developmental nature of our young people with a focus on developing their assets
• Ability to make student-centered decisions

**Preferred Qualifications:**

• Experience supporting the social and emotional needs of students
• Bilingual/bicultural
• Knowledge and understanding of economic development and entrepreneurship through a social justice lens in the ABQ community
• Experience in leading and facilitating professional development of staff
• Experience in program development and implementation
• Knowledge and experience with assisting young people with transitions to college or other careers post high school

**How to Apply:**

For consideration, applicant(s) must submit the following materials directly to Natalie Tavitas, Community Engagement Director at n.tavitas@siembraabq.org

• Letter of interest demonstrating qualification and experience
- Personal statement of educational philosophy
- Current curriculum vitae or resume
- 3 references - direct supervisors preferred
- Copies of current license(s)

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for interviews. All other applicant submissions will be placed in a talent bank for future consideration.

*At Siembra Leadership High School, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. Siembra Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.*