



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Transitions Coordinator
(*Early Childhood & Early Postsecondary Preparation*)

Revised Date: January 2024

Program: Conditions for Learning team

Minimum Salary: \$65,000

Reports To: CFL Manager

PTO Tier: 1

Location: Juneau (preferred), other Alaska locations considered

FLSA Status:

POSITION SUMMARY

The *Transitions Coordinator* works with the Conditions for Learning team to support schools and families to build skills, structures, and collaboration to improve outcomes for students at key transitions in their educational journey.

The first year of this position, the *Transitions Coordinator* will focus on early childhood transitions (to pre-school, kindergarten, and to 3rd grade reading levels).

The *Transitions Coordinator* will work with AASB staff, schools and school districts, grant partners, the Department of Education and Early Development (DEED), families, and other community partners to promote best practices to support successful transitions.

This position is primarily a systems support and coaching role. The *Transitions Coordinator* will work with school staff and partners who are working directly with students and families. There are fewer opportunities to work directly with students and families.

DUTIES AND RESPONSIBILITIES

1. Plan and carry out trainings, learning communities, and other opportunities for professional learning and connection for school district staff, families, and community partners related to best practices for effective early childhood education (“ECE”).
2. Work with AASB staff and school district partners to embed an integrated student and family support structure for incoming kindergarten students.
3. Enhance and deepen relationships between AASB and partners with tribal and community organizations, school boards, advisory boards, families, schools, and school districts. Actively participate in relevant statewide and regional workgroups, coalitions, and learning communities.

4. Develop tools and resources to help districts and community partners to plan, coordinate, and align their work to better meet the needs of students and families during key transitions.
5. Work closely with other AASB staff to also support other “key transitions,” such as postsecondary preparation and transitions between elementary and middle school.
6. Work with key staff to develop protocols and approaches for a two-generational approach to improving early childhood and postsecondary transitions.
7. Create tools and resources, and foster connections to improve early childhood to kindergarten transition outcomes.
8. Work with other AASB staff to create tools and resources, and foster connections to improve elementary school students' postsecondary preparation.

POSITION QUALIFICATIONS

Education:

- A background in education or early childhood development preferred
- Other degrees would be considered (social work, etc.)

Experience:

- Experience with early literacy and pre-literacy skills
- Experience collaborating with partners and co-designing approaches
- Experience supporting basic needs and learning and enrichment of students and their families
- Experience working with rural Alaska and Alaska Native communities
- Experience offering coaching to school staff and administrators (preferred)

Knowledge, Skills, and Abilities:

- Ability to work well with a team and with partners
- Ability to organize and prioritize multiple tasks and projects
- Knowledge of the cultures of Alaska
- Knowledge of the science of reading and other pre-literacy skills
- Ability to simply communicate
- Knowledge of coaching skills
- Ability to create scaffolded or sequenced tools to support early reading skills
- Commitment to systems change

Working Conditions: Work to be conducted primarily in the Juneau office; Regular evening, weekend and overnight travel required.

Physical Demands: Some lifting required (up to 40 lbs.). Long hours on computer/keyboard. Prolonged periods of standing and/or walking.

Salary/Benefits: This is a full-time, exempt, salaried position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; weekend work is required. A generous leave and benefit package is included.

AASB Equity Statement

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. Hiring is contingent upon completion of a successful background check. All employees are subject to the AASB policies and terms and conditions of employment.