

## Job Description



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

(412) 690-2489

Fax: (412) 690-2316

[www.cityhigh.org](http://www.cityhigh.org)

<b>Job Title</b>	<b>Transition Manager</b>
<b>Position Summary</b>	Lead and direct the student transition process from high school to postsecondary education or work. Design and manage the protocol to systematically provide services that ensure every graduate will transition appropriately. Help facilitate the development of individual student college and career plans in coordination with a student's teacher advisor, learning support teacher (where relevant), career teacher, parent/guardian, and other relevant professionals. Provide necessary support to enhance opportunity for success the year following high school graduation.
<b>Qualifications</b>	A college degree and 3 – 5 years working in secondary education, college/postsecondary admissions, or comparable field are required. A master's degree in secondary education, counseling or pupil personnel services is preferred. A track record of developing or working effectively within a successful guidance program. Additional qualifications noted below.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	CEO and Principal
<b>Salary Range</b>	Entry level salary: \$42,000; Negotiable based on experience.

### Essential Functions:

1. The ability to form strong professional relationships with students, team leaders/members, administration, community partners and other professionals.
2. The ability to work independently and within its core post-high school planning team.
3. Excellent data analysis skills and experience synthesizing data to drive action steps that align with City High's mission.
4. Responsible for monitoring Future Ready Index metrics and playing a contributing role to meeting state requirements and capturing relevant data.
5. Responsible for helping facilitate the development of individual student college and career plans in coordination with a student's teacher advisor, learning support teacher (where relevant), career teacher, parent/guardian, and other relevant professionals.
6. Provide information, facilitate registration and serve as co-manager of testing for the PSAT10, PSAT/NMSQT and SAT exams for 10<sup>th</sup> through 12<sup>th</sup> grade. Collaborate with staff and administrators to ensure testing compliance. Represent City High at standardized test workshops and professional development opportunities.
7. Develop seminars for students in the areas of application completion, essay writing and interviewing.
8. Provide college financial aid workshops for students and parents.
9. Guide City High communication, student application and monitoring of the Dual Enrollment program. Share point person role with a designated administrator.
10. Responsible for securing college and career education speakers and field experiences (i.e. career exploration, college and postsecondary visits) as a part of City High's comprehensive guidance program.
11. The ability to learn quickly in a fast-paced environment.
12. Effective problem-solving skills; the ability to identify challenges and proactively work to find solutions.
13. Strong computer skills, including knowledge of student information systems, Naviance, Google

Classrooms, and Microsoft Office Suite.

14. Outstanding organization and planning skills.
15. The ability to manage multiple responsibilities simultaneously.
16. Exceptional attention to detail and follow-through without losing sight of the 'big picture.'
17. Flexible, 'can do' work ethic with a focus on what can be delivered despite unforeseen challenges.
18. A passionate belief in the mission of City High and a commitment to increasing the success of our students, families, and the school.
19. Enhance the work of grade-level teams as well as the post-high school planning office.
20. All other duties, as assigned.

**Skills and Qualifications:**

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A college degree and 3 – 5 years working in secondary education, college/postsecondary admissions, or comparable field are required. A Master's degree in counseling (K-12), secondary education or pupil personnel services is preferred. A track record of developing or working effectively within a successful guidance program. Proficiency in Microsoft Office Suite required. Experience with an urban school district strongly preferred. Knowledge of Naviance and student information systems a plus. Additional qualifications include: excellent communication and interpersonal skills; flexibility; a positive attitude; and the ability to work effectively as a part of a team are desired.