

Transition Coordinator Model

Overview

The Transition Coordinator model invests resources in the postsecondary institutions to provide college and career advising in the high schools. Transition Coordinators develop and implement services to high school students to help them define their education and career aspirations and to identify the postsecondary programs, including apprenticeships and workforce training, that can help them achieve their goals. Transition Coordinators focus on the middle 50% of high school students who may not be considering higher education. While they collaborate with school counselors and administration, they are not district employees and maintain a higher-education centric focus. Transition coordinators are employed by a regional higher-education institution (i.e. community college or university) and they support the postsecondary aspirations of the high school students whether they are for-credit or non-credit, community/technical college or university, in-state or out-of-state.

The primary responsibilities of a Transition Coordinator include:

- Work with high school students one-on-one and in small groups to develop their academic and career plans to ensure a clear path to successful postsecondary training and access to career fields.
- Engage and include parents in the postsecondary planning process with their students.
- Support students to enroll in advanced opportunities programs that are tied to their academic and career plans.
- Aid in the completion of postsecondary applications, FAFSA and scholarship applications.
- Assist high school guidance counselors with college and career advising events (i.e. career fairs, college days).

Benefits of the Transition Coordinator Model

- Can serve multiple schools and/or school districts – aggregating funds that might not be sufficient for a district to accomplish the same goals by themselves.
- Coordinators have direct access to resources and professional development opportunities through their employing institution, the Division of Career Technical Education (CTE) as well as other resources available through the postsecondary institutions.
- Provides academic and career planning *along with* support to successfully complete the transition between high school and their chosen postsecondary education path.
- Focus can begin with high school juniors and seniors and then move down to middle/junior high students to provide support for setting career goals and leveraging advanced opportunities.
- Supports the development and tracking of common metrics.

Delivery

Transition Coordinators are employed by a postsecondary institution in the region and spend the majority of their time in the schools working directly with students. Depending on geography, each transition coordinator could be expected to handle a caseload of approximately 400 students and to be in the high school at least one day per week. Activities would be conducted in small group settings and one-on-one to provide support on the transition to postsecondary process (i.e. workshops to complete college applications, FAFSA forms and scholarships) and in larger groups to expose students to college and career opportunities (i.e. college/career fairs, career exploration, advanced opportunities).

Cost

The total cost per FTE for a Transition Coordinator is estimated to be \$60,000-\$75,000 annually which includes salary, benefits, travel and supplies. The range accounts for the geographic area that the coordinator would cover – a larger geographic area will require a larger travel budget.

Schools/school districts using this model, would be aggregated with other nearby schools/school districts and the coordinator would be assigned specifically to those districts. A planning period would provide the regional postsecondary institution and participating school districts the opportunity to finalize the job description, prioritize activities, and determine a schedule. This process will allow for collaboration to ensure that the school districts needs and expectations are met.

Schools

CTE Transition Coordinators have been providing assistance to high school students for many years specific to the transition between secondary and postsecondary technical college programs. In addition, the Transition Coordinator model has been implemented more broadly to serve all students by the College of Southern Idaho. Four transition coordinators are currently serving 13 high schools across nine school districts.

- Buhl High School
- Filer High School
- Kimberly High School
- Twin Falls High School
- Canyon Ridge High School
- Magic Valley High School
- Jerome High School
- Wood River High School
- Gooding High School
- Silver Creek High School
- Burley High School
- Minico High School
- Declo High School

Performance Measures

School districts and charter schools using funds provided through the college and career advising allocation will be required to report on the effectiveness of their program. Performance measures must align to the requirements pursuant to Idaho Code §33-1212A. Measures may vary depending on students served and could include the following:

- Go on rate (including in-state, out-of-state and workforce training)
- Positive placement rate (includes the number of individuals who join the workforce and military in addition to the go on rate)
- Advanced opportunities (includes the number of courses taken for dual credit and technical competency credit at all Idaho public institutions)
- FAFSA and college application completion rates
- College or Career plan completion rates
- Annual reviews of the students Learning Plan
- College Scholarship Completion Rates
- Postsecondary Enrollment Rates

Who to Contact

Districts that are interested in the Transition Coordinator model should contact their regional postsecondary institutions as listed below:

- College of Southern Idaho – Terry Patterson, Dean of Professional-Technical Education, (208)732-6402, tpatterson@csi.edu; and Cesar Perez, Associate Dean of Extended Studies, (208)732-6280, cperez@csi.edu
- College of Western Idaho – Will Fanning, Dean of Professional-Technical Education, (208)562-2380, willfanning@cwidaho.cc
- Eastern Idaho Technical College – Sharee Anderson, Vice President of Instruction and Student Affairs (208)524-3000 Ext 3333, sharee.anderson@my.eitc.edu
- Idaho State University – Scott Rasmussen, Dean of the College of Technology, (208)282-2507, rasmcot@isu.edu
- Lewis-Clark State College – Rob Lohrmeyer, Dean of Professional-Technical Education, (208)792-2225, rlohrmey@lcsc.edu
- North Idaho College – Christy Doyle, Dean of Health Professions and Nursing, (208)769-3480, Christy.Doyle@nic.edu