

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Assistant Educational Career Transition Guide  
Code: 13025  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: COEHD, Academy of Teacher Excellence  
Reports To: Educational Career Transition Guide

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## *Summary*

- Function: To assist in the planning, coordination, and facilitation for the counseling induction year support for participants in the Academy for Teaching Excellence (ATE).
- Scope: Responsible for planning, coordinating, and conducting counseling sessions and activities for beginning teachers, program participants, and program staff.

## *Duties*

- Typical:
  1. Assists in the collection and analysis of participant information using interviews, case histories, observation/techniques, and LIBRE Model.
  2. Assists with the identification and problem resolutions of personal challenges.
  3. Coordinates the document submission and compilation for the interviewing committee for the selection of prospective program participants.
  4. Assists with the necessary referrals of participants to appropriate specialists, agencies, or other institutions for non-counseling treatment of challenges.
  5. Coordinates training sessions for counseling interns/practicum students.
  6. Assists in the training of Educational Induction Year Specialists who provide mentoring/coaching support for beginning teachers.
  7. Assists in conducting research to develop or improve services provided by ATE.
  8. Assists in the development of workshops for teachers and parents of students. Coordinates the planning and delivery of workshops, activities, training, and special events.
  9. Performs other duties as assigned.
- Periodic:
  1. Assists in collecting and compiling data for written reports.

2. Supports the review of program objectives and makes appropriate recommendations.
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***Education***

<b>Required</b>	<b>Preferred</b>
Master’s degree in Counseling, Vocational Counseling, or a related field from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Experience working with college students or working in an academic setting.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office environment.	Some travel required to partner school districts.

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision from immediate supervisor.	None.

***Accuracy***

Proficiency in all duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.