

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Educational Career Transition Guide  
Code: 13024  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: COEHD, Academy of Teacher Excellence  
Reports To: Assistant Director, Academy for Teacher Excellence

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## *Summary*

- Function: To plan, coordinate, and facilitate 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. Serves as the Lead, Educational Career Transition Guide. Provides ongoing counseling and consulting services to beginning teachers, program participants, and project staff to help them process challenges.
  2. Collects and analyses participants' information using interviews, case histories, observation/techniques, and LIBRE Model.
  3. Assists with the identification and problem resolutions of personal challenges.
  4. Serves as part of the interviewing committee for the selection of prospective program participants.
  5. Assists with the necessary referrals of participants to appropriate specialists, agencies, or other institutions for non-counseling treatment of challenges.
  6. Manages, oversees, and trains counseling interns/practicum students.
  7. Assists in the training of Educational Induction Year Specialists who provide mentoring/coaching support for beginning teachers.
  8. Assists in conducting research to develop or improve services provided by ATE.
  9. Assists in evaluating the results of services provided to determine the reliability and validity of techniques.
  10. Performs other duties as assigned.

- Periodic:
  1. Submits written reports as required by grants Principal Investigator and external evaluator.
  2. Reviews program objectives and makes appropriate recommendations.

***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> |
|---|------------------|
| Three years of experience with two years of counseling experience and one year working with teacher candidates and beginning teachers. Internship and practicum experience can be included in the two years counseling requirement. | 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>  |
|--|---|
| General supervision from immediate supervisor. | General supervision of assigned staff and project participants. |

***Accuracy***

Proficiency in all duties performed.

***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.

***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.