

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **WORKABILITY 1 PROGRAM COORDINATOR**
Department: Special Education
Report To: Director of Special Education

SUMMARY:

Administer and implement the Workability 1 Grant Program. Communicates with state and regional officials. Liaison and/or mediator for various purposes. To keep annual budget on task. Work closely with WA1 director to operate an effective program, including WA1 budget, marketing, establishing activities to locate, secure and support some job openings for students in Special Education, student payroll and paperwork. Help with year-end Scranton's and narratives.

ESSENTIAL DUTIES:

- * Administers all aspects of Workability 1 Program, including budget preparation and completion of required grant proposals, reports and documents.
- * Initiates and maintains ongoing personnel contacts with a variety of business and industry representatives and job placement/training agencies to promote Workability programs for student placement.
- * Generate introductory calls to potential employers to locate jobs for applicants.
- * Matches job skills with applications, qualifications, and to connect applicants with employers.
- * Conducts bi-weekly (or as needed) student evaluations after students are placed in positions.
- * Attend meetings and maintains contacts with various provisional and community organizations that are involved in job placement/training activities to keep current with trends in a local job market.
- * Recruits Workability students and assists in assessing their job skills and interest for positions.
- * Advise students in job seeking, interview preparation, job retention skills, and attitudes.
- * Help present class presentations on job preparedness and skills.
- * Monitors student performance on the job, counseling student when job performance is not satisfactory.
- * Endeavor to work with students to obtain necessary job skills and/or review other employment options.
- * Maintains contact with employers during the students' employment and report results.
- * Prepare all forms and reports related to placement activities.
- * WA1 has the ascendancy to allocate select services per student needs. Services may include motivation, performance on job, appearance, interview skills, job applications, labor market information, employer expectations, job opportunities, job seeking skills, job keeping skills, mock interviews, resume preparations, attendance, work history, attitude, work related counseling, WA1 expectations, introduction to work, assessments, employment preparation career goals career/communication and supportive services.
- * Monitor grades and attendance of working students receiving credits for work.
- * Perform other related duties to the discretion of WA1 staff.

EMPLOYMENT STANDARDS:

Knowledge of:

- * Budget preparation and administration
- * Current practices in transition, student placement and Workability
- * Local labor market and employment opportunities in both the private and public sectors of the Placer County area
- * Effective procedures in identifying and securing training sites for students

- * Workability grants process
- * Private, local, state, and federal agencies involved in employment development and job placement programs
- * Basic career decision techniques
- * Various types of filing systems
- * English grammar, punctuation, spelling, and computer literacy

Ability to:

- * Maintain a sound record keeping system
- * Prepare and administer a budget
- * Assist in planning and make marketing presentations to small groups, including potential employers, business representatives, teachers, and students.
- * Prepare reports
- * Assess the interest and aptitudes of students
- * Operate a variety of office equipment including computers
- * Establish work priorities to meet time lines,
- * Provide instruction on job seeking skills, resume preparation, and interview skills
- * Read, interpret and apply appropriate rules and procedures.
- * Understand and carry out directions in an independent and problem solving manner
- * Communicate effectively in both oral and written forms
- * Establish and maintain effective work relationships with those contracted in performance of assigned duties.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Prior experience with Special Education at the secondary level or College course work is desirable. Any combination of training and experience that demonstrates ability to perform the duties. Experience in job placement in either private or public agencies within the last four (4) years is desirable. Experience in public relations is desirable. Valid California drivers' license and evidence of insurance, access to an automobile, drug test, TB, and criminal justice fingerprint clearance.

PHYSICAL CHARACTERISTICS:

Sufficient vision to read printed material, sufficient hearing to conduct in person and telephone conversations. Understandable voice with sufficient volume and clarity to be heard in normal conversations. Sufficient dexterity to write, use telephone, office, and media equipment. Ability to sit for extended periods of time. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.