

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: WorkAbility Program Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES

Oversees implementation of the WorkAbility Grant Program including marketing and establishing activities to locate, secure, and support job openings for students in Special Education.

SUPERVISOR: High School Principal

TYPICAL DUTIES:

1. Administers all aspects of WorkAbility Program including budget preparation and completion of required grant proposals, reports, and documents.
2. Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote WorkAbility programs for student placement.
3. Makes first time "cold" calls to potential employers to locate jobs for applicants who have completed job readiness skills.
4. Matches job skills with application qualifications to connect applicants with employers.
5. Conducts bi-weekly student evaluations after students are placed in positions.
6. Attends meetings and maintains contacts with various provisional and community organizations that are involved in job placement/training activities to keep current with trends in local job market.
7. Recruits WorkAbility students and assists in assessing their job skills and interests for positions.
8. Instructs students in job seeking, interview preparation and job retention skills and attitudes.
9. Presents class presentations on job preparedness and skills.
10. Monitors student performance on the job, counsel students when job performance is not satisfactory.
11. Works with students to gain necessary job skills or reviews other employment and report results.
12. Maintains contact with employers during the student's employment and reports results.
13. Prepares all forms and reports related to placement activities.
14. Performs other related duties as assigned.

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 Sacramento metropolitan area.
- Effective procedures in identifying and securing training sites for students.
- WorkAbility grant 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 recordkeeping system.
- Prepare and administer a budget.
- Plan and make presentations to small groups including potential employers, business representatives, teachers, and students.
- Prepare reports.
- Assess the interests 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 contacted in the performance of assigned duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- College course work or prior experience with Special Education at the secondary level is desirable.
- Any combination of training and experience which demonstrates ability to perform the duties.
- Experience in job placement in either private or public agencies within the last (4) years desirable.
- Experience in public relations is desirable.
- Valid California Driver's license and evidence of insurance.
- Access to an automobile.
- TB test clearance.
- 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 and 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.