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Date: July, 2013

Rate: Extra Duty Hourly

Classification: Certificated

## Job Description

## Workability Assistant Coordinator

### **DESCRIPTION:**

Under the general supervision of the Principal or Workability Coordinator, the Assistant Coordinator is responsible for the organization, implementation and monitoring of various aspects of the Workability Program.

### **EXAMPLES OF DUTIES – *Not all inclusive***

- Assist with researching, preparing and submitting grant applications.
- Assist with the implementation and monitoring of the Workability program.
- Facilitate advisory committees involving students, parents and staff.
- Establishes effective working relationships with private and public employers, city and county agencies and private and public grantors to establish and grow programs.
- Assess student skill levels, service needs, employability, interests and aptitudes for placement in special programs.
- Provide instruction to students involved in the Workability program.
- Assist students with career planning and direct them to appropriate sources for educational counseling.
- Assist students in receiving support services funded from grant programs.
- Provide guidance, counseling and tutoring services to students.
- Establish a mentoring program to assist student achievement.
- Perform vocational and educational follow up for students in specialized programs.
- Assist external auditors with the audit of grant funds and work with the District Office as necessary relating to the Workability Program.
- Works with teaching staff to ensure the accuracy and timeliness of attendance accounting related to grant funded or specialized programs.
- Prepare reports as requested.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

- California Teaching Credential.
- BA or BS with courses in social services and/or vocational counseling desired.
- Experience working with at risk youth

### **Ability to:**

- Maintain confidential information.
- Administer and interpret assessments.
- Operate basic office equipment and programs including; computers and computer applications, telephone, copy machine, fax machine and typewriter.
- Demonstrate a self-motivated attitude requiring minimal supervision.
- Exercise effective written and oral communication.
- Work cooperatively with various levels of staff to achieve District goals and objectives.

### **CONDITIONS OF EMPLOYMENT**

- Fingerprint clearance through the Department of Justice.
- Skin test or chest x-ray for tuberculosis is required every four years.
- California Class "C" Drivers License.