



Teaching • Understanding • Serving • Developing

Date: July, 2013

Rate: Extra Duty Hourly

Classification: Certificated

Job Description Workforce Investment Act, Assistant Coordinator

DESCRIPTION:

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

EXAMPLES OF DUTIES – *Not all inclusive*

- Assist with researching, preparing and submitting grant applications.
- Assist with the implementation and monitoring of the Workforce Investment Act 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 Workforce Investment Act 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 Workforce Investment Act 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.