Position: Supervisor of Career Visions	FLSA: Exempt
Approved by: Personnel Commission, June 15, 2011	Salary Range: CM-4

Summary

Under the direction of an assigned administrator, manages the Career Visions Program by monitoring and directing staff, developing and coordinating resources and activities, and managing contracts and budgets. Coordinates and oversees communications and activities involved in career exploration and counseling, job development, job placement opportunities, and transitional support.

Distinguishing Career Features

The Supervisor of Career Visions plans, coordinates, oversees and administers the District's Career Visions Program. Advancement to this position is based on need and compliance with the qualifications of the position including the ability to effectively define, organize, monitor and execute the Career Visions Program, providing workforce preparation services for students with special needs.

Essential Duties and Responsibilities

- Plans, coordinates, oversees and administers the Career Visions Program to ensure identified students are provided career exploration and counseling, job development, job placement opportunities, and transitional support.
- Defines program goals and objectives. Ensures focus on school-to-career transition elements, especially for students with special needs.
- Supervises Career Visions staff. Determines program/location assignments. Selects new employees; assigns work; evaluates performance and imposes discipline, if necessary.
- Manages program contracts and budgets. Approves budget expenditures.
- Seeks funding resources. Identifies grant opportunities and assists in the preparation of grant requests for the population being served.
- Networks and collaborates with businesses, organizations and the community to develop programs and market program services. Identifies local community agencies and businesses wishing to provide services and support and facilitates their involvement.
- Organizes, coordinates and supports activities linked to instructional goals that encourage parent and community partnerships that promote student achievement.
- Coordinates, and may participate in, individual and group instruction in employment skills and work-maturity skills including resume development, interview skills, employer expectations, independent living skills, positive work attitudes, developing initiative, motivation and responsibility.
- Connects students to school-to-career community resources for personal, emotional, or academic growth. Maintains current knowledge of available community resources.
- Facilitates recognition activities for students who demonstrate improvement or high accomplishment in related areas.

- Serves as a community liaison between parents, community agencies and a school site; disseminates program information and materials.
- Communicates with site administrators and staff, keeping them informed of community concerns and issues.
- Attends community meetings and forums and disseminates information regarding program.
- Gathers data and compiles statistics for special reports. Maintains records and reports to document program activities and evaluate effectiveness.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Rules and regulations governing public education, including special education state and federal laws, policies and procedures.
- Federal, state and local laws affecting the community of people with disabilities.
- Recruitment and employment techniques, methods, and procedures including those for reaching students with special job and life skill needs.
- Principles and practices of age appropriate child development and guidance applicable for an educational setting, including those relating to special education.
- State, city, county, support groups, public and private agency resources.
- District programs and services.
- Physical and emotional aspects relative to students served by the program.
- Writing skills to develop professional correspondence and reports.
- Personal computer based software programs that support this level of work including, but not limited to, word processing, spreadsheet, basic presentation graphics, and special applications used by the department.
- Basic principles of grant writing.
- Budget preparation and administration.
- Effective oral communication to conduct meetings and presentations.
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation.
- Human relation skills to work productively and cooperatively with teachers, colleagues, students, parents and employers in formal and informal settings, to describe program and services available to others, to respect and deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.

Abilities

- Effectively define, organize, monitor and execute the Career Visions Program.
- Select, evaluate and supervise personnel.
- Work with secondary level students with a wide range of disabilities and at risk youth.
- Provide for the special needs, issues and requirements of special education students.
- Develop training programs.
- Effectively develop and maintain a budget.
- Track, monitor and prepare reports as required by project grant.
- Read, interpret, apply and communicate policies, procedures, laws, codes and regulations.
- Prioritize, plan and coordinate work to meet deadlines.
- Analyze problems, identify solutions and implement recommendations in support of goals.
- Relate to youth, parents, education staff and business and community representatives and persons with disabilities and their needs.

- Maintain productive and cooperative working relationships with others including a wide variety of community organizations and referral sources.
- Effectively organize and conduct meetings with parents, teachers, students and community representatives.
- Maintain confidentiality when dealing with student records, privileged information and/or sensitive issues.
- Respond with tact and diplomacy in stressful or confrontational situations.
- Communicate effectively both orally and in writing.
- Maintain accurate records.
- Understand and follow oral and written instructions.
- Meet District requirements for the transport or accompanying of students.
- Travel to various District locations and school sites.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to move to various office and school site locations.
- Lift, push, and pull objects of moderate weight.
- Hand-eye coordination and manual and finger dexterity to operate a computer terminal, write, keyboard and operate other standardized office equipment.
- Retrieve work materials from overhead, waist, and ground level files.
- Near visual acuity to read printed materials and computer screen.
- Auditory ability to carry on conversations in person and over the telephone.
- Bend at waist, kneeling or crouching.

Education and Experience

Bachelor's degree in education, social work, sociology, psychology or a closely related field and four years of experience in job development, work experience programs, school-to-career special education programs, special education classroom teaching, or a closely related field. Additional experience may be substituted for higher education on the basis of two years of experience for one year of college.

Licenses and Certificates

Valid California driver's license.

Mandatory Requirements

Safe driving record. Must be insurable and maintain insurability by the District's insurance carrier(s).

Working Conditions

Work is primarily performed indoors where minimal safety considerations exist.