

JOB DESCRIPTION

Pleasanton Unified School District

WORKABILITY COORDINATOR

Purpose Statement:

The job of WorkAbility Coordinator is done for the purpose/s of administering the career preparation, job/work experience program for students who meet program criteria; maintaining liaisons with community leaders and business; coordinating student placements and follow up; providing information and/or direction to students, parents, teachers, and administrators about career and educational services available to eligible students; developing and monitoring of program funding; and promoting programs with students, staff and parents.

Essential Functions

- Administers the WorkAbility Program for the purpose of providing work experience and training towards permanent job placement of eligible students in accordance with budget and program guidelines.
- Attends senior exit IEP meetings for the purpose of providing transition information and services and/or attending at the request of teacher, parent, counselor, or administration.
- Attends workshops and meetings (e.g. community organization, state agencies, district in-service) for the purpose of collecting and providing information that builds resources and expands program capabilities.
- Collaborates with other public agencies (e.g. State Department of Rehabilitation, Regional Centers, local colleges, etc.) for the purpose of enhancing the success of the students in the program through ensuring the support of services that ensures a smooth transition for students following graduation.
- Coordinates a variety of events and programs (e.g. job services, required reports, classroom presentations, student placement and follow up, teacher in-services, etc.) for the purpose of promoting" program and placement opportunities for students.
- Evaluates students and employers for the purpose of ensuring program success by matching job requirements to student skills and abilities.
- Maintains liaisons with employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for eligible students.
- Monitors program activities in relation to funding mandates and legal restrictions for the purpose of meeting district, state, and federal requirements.
- Oversees job placements for the purpose of monitoring appropriateness of student placements, expanding placement opportunities and ensuring the success of the program.
- Oversees the collection of follow-up data for the purpose of complying with financial, legal and administrative requirements.
- Prepares a wide variety of reports and other written materials (e.g. program mandated and funding reports, brochures, mailers, letters of recommendation, grant requests, student evaluations, etc.) for the purpose of communicating with staff, students and community, and complying with program requirements.
- Prepares and submits grant requests and budget to the District or State Department of Education for the purpose of finding alternate funding sources.
- Processes job requests, requests for employment, employer evaluations, etc. for the purpose of meeting district, state, and federal program requirements.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records; making presentations before groups; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: awareness of codes, regulations and laws related to the job functions; concepts of general accounting; and assessment methods.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; being attentive to detail; meeting deadlines and schedules; setting priorities; working as part of a team; establishing and maintaining effective working relationships; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

As needed to maintain funding grant.

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 20