

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Workability Assistant	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	14
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, assist the Workability Coordinator by performing a variety of general office functions and student related activities in support of the Adults with Disabilities and Workability programs.

ESSENTIAL FUNCTIONS:

- Perform general office duties for the purpose of tracking workability students, completing data entry, greet and assist student and staff, answer telephone calls, receive and respond to emails and provide information on assigned programs.
- Assist with referrals of students and parents to classes, programs, and/or outside agencies; obtain information, training, and/or services that will enhance student success in the program and transition from school setting.
- Collaborate with teachers, employers, government agencies, community groups, and others in promoting program services.
- Create and maintain Workability students' files, records and document activities providing an up-to-date reference for use by other parties.
- Monitor a variety of activities related to programs (e.g. student progress, referrals.); collect information to evaluate and/or modify programs to maximize their success in relation to goals and objectives.
- Participate in a variety of meetings as assigned (e.g. interagency committees, employment network, community groups.).
- Prepare documentation (e.g. reports, applications, case notes, instructions, memos, announcements.); provide written support and/or convey information.
- Present information to teachers and students regarding program work placement opportunities; promote program services and develop referrals.
- Respond to inquiries (e.g. students, parents, government agencies, employers, staff.); provide information, and/or referrals to other parties for follow-up action.
- Compile data and update database information for assigned programs.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Operate standard office equipment, including using pertinent software applications.
- Job related manuals, writing documents following prescribed formats, and/or present information to others.
- Practical problem-solving techniques.
- Pertinent codes, policies, regulations and/or laws.
- Disabilities, behavioral and community resources.

- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Schedule activities.
- Collect and work with data.
- Identify issues and create action plans.
- Maintain confidentiality.
- Operate a variety of job-related equipment including computer, printer, scanner, software.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Input data and maintain database information.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Office work environment. The job is performed under minimal temperature variations and a generally hazard free environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 20% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.