

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: WORK READINESS ASSISTANT I, Grade 40

DEFINITION:

Under general supervision, assists in the operation of the Juvenile Court and Community Schools (JCCS) Work Readiness Program by: initiating, developing and maintaining relationships with community-based public and private organizations to foster school-to-career employment and training opportunities; matching students to available jobs; maintaining student records.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Performs any combination of the following tasks:

Assists with the development of school-to-career program materials and services.

Develops and maintains relationships with community-based public and private organizations.

Develops and conducts program marketing and student recruitment activities in order to solicit participation of students and community organizations in school-to-career mentorships, internships and other employment and training opportunities.

Maintains a bank of jobs available to JCCS students.

Meets with JCCS students to determine career path options, assesses students' knowledge and skills, matches students to appropriate job; meets with employers to review requirements of program, such as workers compensation and schedules.

Ensures completeness of a variety of paperwork.

Assists with developing policies and procedures for student eligibility certification.

Conducts student eligibility certifications, tracks student progress, evaluates students against strict program performance criteria, and certifies student employability enhancements.

Assists in developing and monitors student payroll procedures.

Tracks student work experience hours according to funding guidelines.

Enters data into database and produces reports.

Attends and participates in meetings as requested.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge and abilities detailed below. An example of typical qualifying experience would include: one year of successful experience working with youth in a school-to-career program **and** college-level coursework in general subject areas.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School-to-career objectives, strategies and activities
Regulations related to youth/student employment and training programs
Computers and related software including, Excel and Microsoft Office
ADP payroll system

ABILITY TO:

Provide program services to students
Initiate and maintain contact with local businesses to solicit participation and support for school-to-career programs
Develop and promote student employment and training opportunities
Maintain records and prepare reports
Enter data into database at a rate of speed sufficient for successful job performance
Follow oral and written instructions
Work with minimum supervision
Establish effective working relationships with those contacted in the course of work

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in a classroom/office setting. Position requires transportation to and from various worksites.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the classification of Work Readiness Assistant II have an expanded essential function. In addition to the responsibility a Work Readiness Assistant I has, II level incumbents work to ensure students transition successfully back into the community. A Work Readiness Assistant II performs all the typical tasks of a Work Readiness Assistant I as well as provides

referrals for services and assists success coaches in monitoring students as they transition back into the community.

Established: 10/03

Revised: 09/07; 9/10