WORKABILITY PROGRAM COORDINATOR

Purpose Statement

The job of the Workability Program Coordinator is done for the purpose of coordinating vocational assessment and transition services for referred special needs students; overseeing the evaluation of referred students with regard to career opportunities, and developing recommendations to integrate potential occupational direction with classroom instruction.

Essential Functions

- Prepares Workability Program grant application; prepares budget, reports and documents as required by the grant.
- Promotes program services by providing information regarding student eligibility and services availability to students, staff, parents, and the community.
- Receives referrals for the purpose of identifying students eligible for program assistance and participation, and provides follow-up services for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Trains and directs vocational placement specialists and support staff for the purpose of implementing vocational assessment services.
- Prepares payroll forms for students participating in the program, including approval of student time sheets and preparation of payroll/personnel action forms.
- Serves as program liaison to site administrators, staff, local government agencies and employers.
- Assists in the development of transitional plans and services for special needs students as requested.
- Seeks and recruits community and business resources, including recognition of employer participation and securing of donations.
- Identifies and recruits community and business resources, including donations, for the Workability Program.
- Identifies and facilitates student placements in internships, apprenticeships, job shadowing and employment.
- Collaborates with teachers, employers, government agencies, community groups, etc. for the purpose of assisting in curriculum development, promoting program services and/or encouraging community support of vocational programs.
- Participates in a variety of meetings (e.g. inter-agency committees, employment network, community groups, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with current regulations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; and community resources

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized 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 a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience: Job related special education experience is required.

Education: College degree with study in a job related area.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid Driver's License

Continuing Education/Training

Training and attendance at workshops as appropriate.

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening