

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/94 Effective Date	<u>WORK EXPERIENCE COORDINATOR</u> Job Title	1.7.37A Index
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1. Primary Function: This is professional level work in the areas of vocational counseling to participants, servicing vendor accounts, and managing a caseload of JTPA participants in training to secure jobs. Work to be performed through Salem-Keizer School District at .50 FTE. Work involves the recruitment of student applicants, assessment of current and potential skills, interpretation of evaluation material, referral to appropriate training facility or other community resources. Also involves case management with private vendors, employers, and other public agencies to help students with barriers to employment. Provides documentation of progress, grades, time and attendance. Provides vocational counseling and job evaluation to Jobs Council participants in training to enable them to develop job skills and secure full-time employment and economic self-sufficiency.

2. Responsible to: Secondary Alternative Schools Principal

3. Assigned Responsibilities:
 - 3.01 Develops recruiting and marketing plans for Secondary Alternative Schools, including application processes and timely selection and enrollment of participants into appropriate training programs.
 - 3.02 Develops and maintains a cooperative relationship with various public and private employers, other employment and training agencies and social service agencies.
 - 3.03 Matches applicants/participants to available jobs.
 - 3.04 Provides instruction in job search techniques to small groups of participants.
 - 3.05 Negotiates on-the-job training contracts with employers and/or contracts with classroom training vendors.
 - 3.06 Utilizes interests, aptitudes, assessment data, personal information and need indicators to assist applicants/participants in determining their immediate and long-range employment goals and objectives.
 - 3.07 Assesses program applicants to determine their enrollment feasibility and acceptance into training and/or employment.
 - 3.08 Assists individuals in the implementation of employability plans for a caseload of enrolled participants and maintains full case records on all assigned participants.
 - 3.09 Provides personal counseling and/or job coaching to enable enrollees to successfully achieve the objectives of the employability plan.
 - 3.10 Assumes responsibility for classroom training and on-the-job training enrollments and placements of participants into full-time unsubsidized jobs.
 - 3.11 Applies principles and concepts of case management for a diverse population; designing training and employment plans to meet their needs.

4. Minimum Qualifications:
 - License/Certification:
 - 4.01 Valid Oregon teaching license.

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4.02 Bachelor's degree, preferably with major course work in Public Administration, Business Administration, or Vocational Counseling, or closely related field, and one year of related experience in personnel or employment and training program; or; an Associate of Arts degree and three years of experience; or; an equivalent combination of experience and training providing the following knowledge, abilities, and skills:

Knowledge of:

- 4.02.01 Public and private sector management and personnel practices;
- 4.02.02 Demonstrated application of principles of case management;
- 4.02.03 Adjustment of employment conditions in terms of skills, abilities, personal qualifications and training requirements;
- 4.02.04 Laws and regulations affecting employment and training;
- 4.02.05 Problems of the unemployed, under-employed, low income applicant groups;
- 4.02.06 Techniques in the interviewing, occupational guidance, and assessment areas, and evaluation of personal problems and capabilities.

Ability to:

- 4.02.07 Develop, manage, and coordinate program services for employers and a caseload of participants;
- 4.02.08 Interact and work in a team effort in the delivery of services to employer and participants.

4.03 Position requires initiative, excellent communication skills, the ability to develop, service and impact a recruitment and marketing area, independent judgment, the application of knowledge of employment and training and personnel principles and techniques in working with training vendors and public and private employers, as well as counseling principles and techniques in working with individuals.

5. Minimum Term of Employment:

6. Salary Level: Placement on teacher salary contract.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel by the appropriate supervisor.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____