

Job Description

San Ramon Valley Unified School District

WorkAbility Coordinator

Purpose Statement

The job of WorkAbility Coordinator is done for the purpose of administering the career preparation and job/work experience program for students who meet program criteria; serving as liaisons with community leaders and businesses; coordinating and monitoring student work placements; providing information to students, parents, teachers, administrators, and community partners; developing funding; promoting program opportunities; and implementing and maintaining services within established guidelines and standards.

This job reports to Assigned Supervisor

Essential Functions

- Administers all District Workability program components, support needs and materials for the purpose of promoting program and placement opportunities and ensuring implementation of all facets of program operation.
- Coordinates a variety of events and programs for the purpose of ensuring the implementation and maintenance of the program.
- Establishes liaisons (e.g. employers, parents, community leaders, teachers, job coaches, etc.) for the purpose of meeting the ongoing programmatic requirements.
- Evaluates a variety of program-mandated processes for the purpose of ensuring ongoing work experience opportunities that complies with District and/or grant/program requirements.
- Maintains a variety of files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs for the purpose of ensuring that expenses are within budget limits.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions and ensure program success.
- Presents information to District and Community groups for the purpose of promoting program, gaining feedback and complying with established procedures.
- Researches and pursues funding resources for the purpose of securing alternative funding required for successful program operation.
- Trains staff for the purpose of ensuring effective implementation of WorkAbility program goals for students and community employers.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; analyzing budgets; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting interviews; counseling and mentoring employees; estimating required resources; and facilitating meetings.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District requirements for Workability Program; child guidance principles and practices; concepts of training for students with disabilities; grant administration; community resources; district policies and procedures; issues relating to at-risk youth; accounting/bookkeeping principles; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies; methods of instruction and training; practicing cultural competency while working collaboratively with diverse groups and individuals; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; communicating effectively; maintaining confidentiality; developing funding resources; assessing issues and providing solutions; working with constant interruptions; meeting deadlines and schedules; multitasking; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience: Two years related experience working with students with disabilities. Specialized training and coursework in vocational education, job coaching, and/or job development or similar occupational area.

Education (Minimum): High school diploma or equivalent.

Required Testing

NCLB Compliance/Skills Proficiency Test

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range K