

	<b>Career/Job Training Coordinator</b>	<b>Classified Position ~ MHELA</b>  Initial Date: May 4, 2015 Board Approval: May 12, 2015 Revision Date: May 4, 2015 Personnel Commission: May 20, 2015 Classification: Classified Supervisory  Reports to Director of Student Services
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Coordinator of Special Education, supervise, develop and coordinate Morgan Hill Unified School District's Job Training and Career Preparation Programs.

**REPRESENTATIVE DUTIES:**

- Trains and supervises Workability/Transitional Partnership Program (TPP) staff
- Establish strong linkages with business, industry, *foundations*, education agencies, employment, health and human services agencies, institutes of higher education, and others
- Develop and monitor grant budgets; complete all requirements and reports
- Create career development and work preparation curriculum. Develop and maintain job training, coaching and placement
- Complete Workability/Transitional Partnership Program (TPP) project renewal and expansion applications
- Represent Morgan Hill Unified School District at meetings and related and required conferences
- Complete all program data and reports
- Interface with agencies such as the Department of Rehabilitation and Department of Education and coordinate services and programs
- Perform other duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Modern office methods, practices and procedures, including current word processing software
- Correct English usage, spelling, grammar and punctuation, and arithmetic
- The development, needs, and characteristics of high school age youths
- Community resources and agencies
- Experience with job development and job training techniques and budgets
- To work effectively with students, subordinates, peers, supervisors, parents, and the business community
- Understand and develop and monitor project budgets
- And willingness to learn and use relevant computer programs, such as SASI and Word Perfect
- Summarize data/information from a variety of sources and to prepare reports
- Learn federal and state laws and District policies and administrative regulations related to assigned functions
- To communicate effectively and tactfully in both oral and written forms
- To coordinate activities and details, and to maintain accurate and timely schedules of events
- To establish and maintain effective work relationships with those contacted in the performance of required duties
- Planning and implementing grant budgets, especially as they pertain to government and school grant funding
- Analyze accounting data and prepare clear and accurate financial statements, invoices and reports
- Principles and practices of supervision and training

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- A Bachelor's degree or an AA degree and experience equivalent to a Bachelors degree

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California's Driver's License
- May require pre-employment physical examination

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

- Inside and outside environment
- School environment
- Work under pressure of deadlines and time constraints
- Maintain emotional control under stress
- Ability to cover other work stations
- Ability to deal with interruptions
- Ability to deal with both adults and adolescents

#### PHYSICAL DEMANDS:

- Ability to bend over at the waist, grasp and reach in all directions
- Ability to stand, walk, twist, stoop, and crouch
- Ability to sit or stand for extended periods of time
- Push, pull, lift, and to carry up to 25 pounds
- Push, pull, lift, and to carry up to 25 pounds at above head height.
- Ability to read, hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand
- Ability to walk long distances
- Ability of hands to grasp and manipulate small objects
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Hearing and speaking to exchange information in person and on the telephone
- Ability to perform multiple tasks concurrently in an office environment with numerous interruptions
- Repetitive hand motions
- Prolonged use of office equipment

#### WORK HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.