

San Diego County Office of Education
Personnel Commission

WORK READINESS ASSISTANT II

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; assisting in the successful transition of students back into the community; maintaining student records.

Typical Tasks:

Performs any combination of the following tasks:

Essential Functions:

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;

assists in assessing service needs of students and provides referrals for services (i.e. housing, drug counseling);

researches and maintains a directory of services available;

works in collaboration with success coaches to monitor and ensure successful transition of students back into community;

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.

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| <u>Minimum Qualifications:</u> | <p>Knowledge of: school-to-career objectives, strategies and activities; regulations related to youth/student employment and training programs; referral services available (i.e. housing, drug counseling); computers and related software including, Excel and Microsoft Office; ADP payroll system.</p> <p>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; follow up with student progress in transitioning back into the community; 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.</p> |
| <u>Working Conditions and Physical Abilities:</u> | <p>Duties are typically performed in a classroom/office setting. Position requires transportation to and from various worksites.</p> <p>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.</p> |
| <u>Experience and Education:</u> | <p>Education, training or experience which would clearly demonstrate possession of the knowledge and abilities detailed above. 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.</p> |
| <u>Distinguishing Characteristics:</u> | <p>Incumbents in this classification 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.</p> |

Established: 07/07

Revised: 9/10

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