

San Diego County Office of Education
Personnel Commission

WORK READINESS ASSISTANT I

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; maintaining student records.

Typical Tasks:

Performs any combination of the following tasks:

Essential Tasks:

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;

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.

Minimum
Qualifications:

Knowledge of: school-to-career objectives, strategies and activities; regulations related to youth/student employment and training programs; computers and related software including, Excel and Microsoft Office; ADP payroll system.

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; 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.

Working Conditions and
Physical Abilities:

Duties are typically performed in a classroom/office setting. Position requires transportation to and from various worksites.

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.

Experience and
Education:

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.

Established: 10/03

Revised: 09/07; **9/10**

Approved by the Personnel Commission: _____ 10/03