

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### COORDINATOR-VOCATIONAL TRAINING

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#### **DEFINITION:**

Under the direction of the Senior Director-Alternative/Vocational Education, plan, organize, coordinate and implement job training programs for Welfare-to-Work and Workforce Investment and Opportunity Act (WIOA) participants; serve as liaison between students, instructors and participating agencies; prepare and review contracts pertaining to alternative and vocational education programs; train and provide work direction to assigned staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement job training programs for Welfare to Work and Workforce Investment and Opportunity Act participants.
- Serve as liaison with students, community representatives, employers, and teachers; respond to questions and concerns regarding the program; organize and conduct transition meetings as necessary; meet with appropriate individuals to discuss student progress.
- Advise and assist students eligible for assigned programs; instruct students in skills related to area of assignment; monitor student performance and program; provide consultation to students regarding program requirements.
- Identify and assess the needs of eligible program participants; enroll students as necessary; maintain records on student participation and achievement.
- Monitor student drug test results and report to instructors in accordance with established guidelines, policies and procedures.
- Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.
- Train and provide work direction to assigned staff.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in communications and four years' experience interacting with governmental agencies.

##### Licenses and other Requirements

- Valid California Class C Driver's License.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Pertinent federal and State regulations and guidelines governing programs and funding.
- Available community resources and services.
- Local and regional labor market and related demographics.
- Standard and accepted office management practices and procedures.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction to assigned staff.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Advise and assist students eligible for assigned programs.
- Identify and assess the needs of eligible program participants.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

**WORKING CONDITIONS:**

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved:**

**Unit Approved:**

**Board Approved:**

**FLSA Status: Exempt**