

SUPERVISOR-CAREER LINK

DEFINITION:

Under the supervision of the Coordinator IV, organizes and directs the activities and operations of the District's Career Link program; participates in the development and implementation of comprehensive career development programs, policies and procedures; trains, supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Organizes Career Link daily operations and activities related to the preparation and development of the Career Link grant(s); assures grant funding activities comply with established licensing and grant terms for staffing ratios, program policies and procedures.
- Serves as a liaison for the Career Link programs with stakeholders.
- Trains, supervises and evaluates the performance of assigned staff; interviews, screens and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties, schedules and reviews work to assure compliance with established standards and procedures; provide program site leadership; maintains staff attendance records.
- Provides information concerning grant-funded projects and programs; monitors grant implementation at middle school and high school sites.
- Collaborates in the development and preparation of budgets for grant-funded programs and projects; assists with review of budgetary and financial data; monitors and reviews expenditures and spending requests related to grant budget expenditures in accordance with established limitations, contracts and grant specifications.
- Designs, implements and supervises curriculum development and staff development opportunities
- Facilitates the development of educational and other resources to be used by students, parents and staff; facilitates networking and collaboration of business partners and community agencies.
- Prepares and maintains a variety of reports, records and files related to personnel, grants and assigned activities.
- Communicates with and maintains collaborative relationship with site administrators, personnel, community agencies and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.
- Attends required grant trainings and district recommended supervisor trainings
- Conducts a variety of meetings and trainings for staff.

QUALIFICATIONS GUIDE

Knowledge of:

- Community based programming, school-to-work readiness programs and agencies.
- Career development programs, curriculum, related grants and local agencies.
- Principles, practices and procedures of career and technical education training and related instructional programs for students and grant participants.
- Development and implementation of instructional and career transition strategies for students and grant participants.
- Federal, State and County grant programs policies, terms, regulations and conditions.
- Training, employment opportunities and social services in the community.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Vocational industry career sectors.
- Transition assessments, community resources, and available services for students and grant participants.
- Interpersonal skills using tact, patience and courtesy.

- Oral and communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Basic budget preparation and control.

Ability to:

- Plan, coordinate and monitor career transitional services and activities in support of students and grant participants.
- Coordinate and administer student transitional assessments and related services to students and grant participants.
- Serve as liaison between students, personnel and community resources.
- Train, supervise and evaluate the performance of assigned personnel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Evaluate student needs and develop viable plans and alternatives.
- Refer students to community resources as appropriate.
- Assure grant programs policies, terms, regulations and conditions are being met.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment, a computer and assigned software.
- Maintain records and prepare reports.
- Work independently with minimal direction.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in psychology, education, counseling, social work or related field and two years related work experience in a social services, employment or special education environment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver license
- Valid CPR

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.

- Dexterity of hands and fingers to operate equipment and a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting, standing or walking for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books and materials.
- Climb ladders to shelve books or arrange displays.
- Bending at the waist, kneeling or crouching to shelve and retrieve books and materials.
- The employee must occasionally lift and/or move up to 15 pounds.
- Seeing to read a variety of materials and monitor student behavior.

WORK ENVIRONMENT:

Indoor office/outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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