

## SCHOOL TO WORK OPPORTUNITIES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing and monitoring programs for school districts participating in grant funded programs supporting School to Work Opportunities and/or Youth-At-Risk initiatives. These programs include mentoring, tutoring, staff development, internships and job development as assigned by the Coordinator of Planning and Development. The incumbent is under the general supervision of the Coordinator of Planning and Development. Supervision may be exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Oversees implementation of the following programs in accordance with the respective grant applications: School to Work Opportunities, Youth-At-Risk Community Partnership, Homeless Youth/Extended School Day and Pregnant/Parenting Teen; Promotes school to work opportunities and youth-at-risk initiatives in the local school districts and communities to solicit support for staff development, school-based programs and business participation in staff development, internship and/or programming; Receives and monitors referrals of students from School Liaisons for participation in programs; Assesses students interests and skills and enrolls students in appropriate program; Assists students in establishing goals and objectives for the mentoring/internship relationship or to develop an employability development plan for those students receiving job development services; Matches students to appropriate mentors and/or worksites based on student's skills and interests and refers students to job openings as appropriate; Provides individual and group instruction to students in pre-employment skills, work maturity competencies and career decision-making; Conducts orientation and training programs for students, parents and business participants in mentoring and internship programs; Develops worksite agreements and learning objectives for job specific skills to be developed during internship or work experience; Monitors student progress through individual and group meetings in school and at worksites; Maintains student files including written reports on student progress and all necessary monitoring forms; Completes reports on various program components as required or requested; Assists in preparing program evaluations and making recommendations for future modifications of program.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of policies and goals of grant funded programs; Working knowledge of educational programs, community and business resources and human services agencies; Working knowledge of accepted business and industrial personnel practices and procedures related to training programs; Working knowledge of the principles of vocational, guidance and placement methods and techniques; Ability to plan, coordinate and evaluate a variety of occupations or skills training and remedial education programs; Ability to motivate participants to utilize educational institutions and community resources in the identification and attainment of personal and educational goals; Ability to understand problems and needs from the participant's perspective; Ability to communicate well both orally and in writing; Ability to prepare and maintain a variety of reports; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State college or university with a Masters Degree in public or business administration, counseling, human services or related field, and six months experience in employment training program planning, counseling or placement, OR
- B. Graduation from a regionally accredited or New York State college or university with a Bachelors Degree in public or business administration, counseling, human services or related field and one year experience as indicated in A above, OR
- C. Graduation from a regionally accredited or New York State two year college or university with an Associates Degree in public or business administration, counseling, human services or related field and two years experience as indicated in A above, OR
- D. An equivalent combination of training and experience as indicated in A, B or C above.

Adopted: 11/25/96