

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Adult Worksite Supervisor/Job Coach (R28)	Job Family: 10
Department: Southpointe High	Lane Placement: 6
Supervisor's Title: CTE Director	Contract: 242 days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Department Approval: <u>[Signature]</u>	Date: <u>11-22-10</u>
ADA Review: <u>[Signature]</u>	Date: <u>11/22/10</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>11-22-10</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>11/23/10</u>
Original date: <u>11/10</u> Revised: _____	Revised: _____

GENERAL FUNCTION

The **Adult Worksite Supervisor/Job Coach** will be responsible to coordinate the worksite training and employment of unpaid interns submitted through the Division of Workforce Services(DWS). This position will be responsible to interview intern candidates and determine an appropriate job placement for selected candidates. Will be responsible to coordinate with DWS and worksite supervisors regarding training, attendance, and reporting. Will be responsible to coordinate and track the students' educational progress toward adult high school completion.

NOTE: This position is a temporary position that is based on continued funding and may be eliminated at any time.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Must know and understand a variety of district job descriptions and qualifications for unpaid training and community service positions.
- Will work to create new unpaid trainee positions within the district.
- Interview DWS candidates who are seeking worksite placement for unpaid training and determine appropriate positions and locations for selected candidates.
- Ensure background checks are completed before the internship begins and ensure DWS is billed for the background check costs.
- Will determine education and work schedule based on school schedule goals, educational transcripts and appropriate work hours for the trainee.
- Manage/collect trainee educational tuition from DWS.
- Meet with DWS employment counselors and advisory teachers to gather trainee progress information.
- Meet with district site supervisors to document trainee progress.
- Report DWS client educational and internship progress to DWS coordinator and/or individual caseworkers. Provide progress report to Jordan Adult Ed. Director.
- Complete supervisor evaluations and submit to DWS following prescribed schedule.
- Maintain accurate time, attendance, and progress record for all trainees to DWS federal audits.
- Reports trainee problems to CTE Director, Human Resources and DWS. Is responsible to remove trainee from the worksite if performance, attendance, or other work issues arise.

- Complete appropriate DWS reporting forms.
- Travel to various district sites.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Bachelor's degree in education, business or related field preferred.
- Requires a minimum of three (3) years experience working with adult learners, in public schools or related work experience.
- Requires a valid Utah Drivers License.
- Must demonstrate basic competence in reading, writing, and basic math.
- Requires ability to learn and follow specific procedures and guidelines to complete repetitive work.
- Requires the ability to work well with others. Interacts with other District employees and principals and directors.
- Requires some exercise of judgment without supervisory approval.
- Requires ability to prioritize own work schedule.
- Requires problem solving and answering questions.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- General office equipment. Computers. Microsoft Office

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires walking, standing, sitting; ability to talk, hear and see; uses hand and arms to reach, hold and handle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.