

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School-to-Career Case Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School-to-Career	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
ISSUED:	August 5, 2003		

BASIC FUNCTION:

Participate in the preparation, administration, and control of federal program projects and activities; create, manage, and maintain detailed participant files and program reports according to federal procedures and regulations using the Customer Information Services and Reporting System (CISRS).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Participate in the preparation, administration, and control of program projects and activities. **E**

Identify potential participants; communicate program advantages to participants and parents/guardians. **E**

Determine eligibility and enroll participants into program. **E**

Collect and verify eligibility documents; input data according to federal procedures and regulations. **E**

Administer and score assessments; assist in assessment interpretation and goal setting. **E**

Assess participant needs; identify and monitor district and social services provided. **E**

Refer participants to community agencies for social and health services. **E**

Create, manage, and maintain detailed participant files; prepare program reports. **E**

Interpret program policies and procedures for staff and participants. **E**

Coordinate program functions and serve as a resource. **E**

Represent the program at meetings and serve on committees. **E**

Contact and make home visits to parents/guardians regarding concerns such as attendance and behavior. **E**

Perform exit and follow-up processes with participants according to program policies and procedures. **E**

Attend workshops, conferences, and meetings with representatives of community agencies. **E**

Observe, manage, and mediate behavior; assist in building self-esteem and positive values according to program procedures; serve as a role model. **E**

Contact business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career/work related learning opportunities, including internships, mentoring opportunities, and other career/work related activities. **E**

Visit internship sites and consult with participants and employers. **E**

Arrange and supervise transportation for participants for internships and field trips. **E**

Provide and process applications for district employment and work permit applications for eligible participants. **E**

Work with school partnerships for outreach activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in public or business administration, social sciences, or related field and one year of experience working in a large public agency in job development or training programs. Training in the Federal Employment and Training Certification process and the Customer Information Services and Reporting System (CISRS) is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical aspects of field of specialty.
- Employer expectations in the workplace.
- Federal, state, and local employment and training programs.
- Assessment techniques.
- Community resources.
- Reading and writing English communication skills.

ABILITY TO:

- Operate standard office equipment including microcomputers and related software applications.
- Establish rapport with and act as a positive role model to program participants.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain detailed records and prepare reports.
- Exercise sound judgment, tact, and diplomacy.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting, driving to conduct business.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.29.04—PeopleSoft

Job Code 7092

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