



Mgr 4 / Transitional Skills

Purpose Statement

The job of Mgr 4 / Transitional Skills is done for the purpose/s of providing support to the instructional program with specific responsibilities for coordinating and supervising the training activities of individuals enrolled in a vocational program (East Bay Post High School, special education, etc.); developing and implementing personal training plans for enrolled individuals; ensuring quality control and meeting training/work deadlines; and assisting with the person needs (toileting, feeding, etc.) of enrolled individuals.

This job is distinguished from similar jobs by the following characteristics: may work with disabled individuals over eighteen.

This job reports to Director of Programs and Services

Essential Functions

- Conducts the initial assessment of referred individuals' vocational and academic strengths and weaknesses in relationship to vocational opportunities for the purpose of ensuring realistic vocational goals by providing recommendations to individuals, teachers, and parents.
- Develops appropriate goals, objectives, training, and work experience for enrolled individuals for the purpose of ensuring appropriate training and skill development.
- Maintains a variety of written, electronic and verbal confidential records (e.g. health records, progress reports, individual achievement plans incident reports, time studies, time cards, observations, support plan outcomes and objectives, etc.) for the purpose of ensuring privacy for individuals and maintaining documentation of training and progress.
- Oversees training and work environment for the purpose of ensuring a productive, efficient, and safe training/work environment.
- Participates in collaboration meetings with other staff members for the purpose of ensuring that trainee goals and objectives are completed in accordance with best practice and local, state, and federal rules and guidelines.
- Supervises Instructional Assistants for the purpose of maintaining an effective and efficient training/work experience for enrolled individuals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation and skills and interests assessments.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Required DSPD training - Initial 30 days and 6 months
Crisis intervention for aggressive and assaultive behavior

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4