

Location:	Metropolitan Education District (MetroED) CalWORKs 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	CalWORKs Site Supervisor
Classification:	Certificated Hourly Administrator
Date Approved:	5/13/1999
Dates Revised:	1/21/2016, 5/11/2016
Position Control:	149001, 149003, 149004, 149005, 149006, 149007, Admin Hourly Salary Schedule, Range 9, Work Year 210 days

POSITION DESCRIPTION:

The CalWORKs Site Representative serves as a liaison between the Metropolitan Education District and CalWORKs Case Management and is responsible for case coordination of CalWORKs student services and enrollment in to concurrent activities. Categorical funded by CalWORKs Grant.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Upon student referral will verify appropriateness of referral
- Review with the student the goal and plan identified in the activity agreement
- Orient new students to rules and procedures of MetroED
- Test and place students in appropriate classes
- Authorize textbook vouchers and/or reimbursements; Complete and submit all required CalWORKs documentation in a timely manner for each student
- Establish and maintain student files, including student signed Information Release Form and New Student Information Form
- Maintain monthly advisory session notes for each student (notes must be at least every thirty days)
- Monitor Participant’s progress, attendance and time limits
- Provide on-going advising and interface with teachers and CalWORKs case managers
- Submit participation Problem Notices as appropriate
- Maintain record of attendance on site
- Responsible for proving career preparation and life skills training for CalWORKs students
- Facilitate contact with community services as needed
- Submit monthly participation report and database
- Attend monthly information Coalition meetings
- Other duties as assigned in response to MetroED/CalWORKs requirements including attending MetroED monthly meetings and facilitating regular meetings with teaching staff on assigned sites

EMPLOYMENT STANDARDS:

Knowledge of:

- Demonstrate knowledge of high school and adult education policies and procedures
- Interpret and promote the education programs to the community and participating districts
- Work well under pressure
- Gather, organize and prepare data and information
- Work with a highly diverse population
- Effectively represent the District and its programs
- Work a flexible schedule, which may include mornings, afternoons and evenings
- Communicate clearly in oral and written form
- Provide excellent customer service and follow-up
- Work effectively with students, teachers, administrators and community
- Laws and regulations including child welfare laws, Education Code, MetroED/CalWORKs practices and policies

Ability to:

- Compile and analyze data
- Work collaboratively with others
- Effectively communicate with students, school personnel, collaborative partners
- Ability to establish and maintain effective relationships with staff, county office, school district personnel, business community, and other related individuals
- Ability to participate with all service area units to promote interdepartmental cooperation and efficiency
- Analyze issues, create plans of action, and reach solutions
- Problem solve with data and equipment

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- At least three years of successful teaching experience
- At least one year of Case Management or Counseling experience
- Organized tasks, time and people; evidenced decision making ability
- Demonstrates mature judgment and ability to exercise individual initiative
- Leadership qualities and ability to develop rapport with staff members

Education and Credentials:

- Bachelor's Degree required and must pass the Basic Skills Test
- Possess or be eligible for a CA Designated Subject Adult ED or Secondary Credential or BA and a CBEST Certificate which qualifies to apply for a Preliminary Adult Ed Credential

MINIMUM QUALIFICATIONS (continued):

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

Evaluation:

Evaluation will be based upon success in meeting listed duties and professional qualities as applicable

Health Benefits:

Medical/Dental/Life Insurance: Eligibility begins when hourly administrative assignments are for at least 20 hours/week. Benefits are pro-rated by FTE.

STRS:

Retirement contributions: Elective eligibility at employment or mandatory at 60 hours of work in any one month. Contributions to STRS are recorded as a percentage of a Full-Time Equivalent (1.0) if working less than 1680 hours in the 210-work year. You must work 210 days and 1680 hours to get one year of STRS service credit.

Permanency:

There is no permanency associated with hourly administrative assignments. Teacher rights, if applicable, are retained if removed from hourly administrative assignment. Nothing in this policy guarantees administrative assignments for any specific length of time.

Seniority:

There is no seniority associated with hourly administration. Hours worked as an administrator are not counted as a part of teacher seniority hours.

Sick Leave:

12 days per year if full time (1680 hours); Pro-rated by FTE if less than full-time.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

Metropolitan Education District
Site Representative



PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature