

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

W.I.A. (Work Improvement Act) DIRECTOR

Qualifications

1. Bachelor's Degree with educational endorsements is preferred. However, Bachelor's Degree with other suitable career experience may be acceptable.
2. Administrative experience or other work experience that would provide a background in the skills needed to function effectively in this position.
3. Strong organizational and interpersonal skills with the ability to supervise and direct activities of others.
4. Experience in an educational setting or comparable experience to have a framework for assessing an individual's educational needs and charting vocational and career goals.

Essential Duties and Responsibilities

1. Present program to perspective groups of clients and potential business partners.
2. Document eligibility of applicants to the program.
3. Recruit, test, tutor, and place participants in appropriate educational and occupational setting.
4. Administer appropriate tests for educational level, career interests and aptitude. Score and interpret results.
5. Place individual in appropriate educational and occupational goals.
6. Establish attainable goals and help provide the tools to achieve goals. Develop a strategy for services to participants.
7. Foster relationships with similar service agencies, i.e.—Department of Human Services, Family Resource Center, Adult Education, Cherokee Health Systems.
8. Originate and maintain case management notes based on progress of each participant.
9. Responsible for visiting job sites, collecting time sheets—verifying for accurateness, etc.
10. Provide for flexible hours to accommodate fluid operation of the program. For example, after hours work site visitation, attending district meetings, collecting time sheets during holiday breaks.
11. Discuss progress with work site supervisors concerning number or hours as well as participant's task learning.
12. Make decisions regarding management, monitoring, and fiscal components of the program.
13. Maintain accurate records for monitoring purposes.
14. Follow up requirements on each participant.