

YOUTH EMPLOYMENT COORDINATOR

Code No.: 6-25-017

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible grant-funded position in the City School District (C.S.D.) with focus for improving the employability of a targeted group of youth ages sixteen to twenty-one, who are considered at high risk for unemployment. The employee collaborates with C.S.D. staff, local industries and local educational institutions to link the targeted youth with job opportunities, job training activities and the job search process. The program goal is to reduce unemployment among this high risk target group as well as to develop a more job-ready entry-level labor force. The individual works under general supervision of the Supervising Director of School and Business Alliance (SABA). General supervision is exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Identifies jobs and job-training opportunities for youth;

Develops job bank computer file with access for students located in each secondary school;

Interfaces with other School and Business Alliance (SABA) staff within the State to share job bank information;

Identifies training activities in work settings away from traditional classroom;

Conducts in-service workshops for C.S.D. staff in order to provide staff with training information so they can in turn train the youth on effective job search techniques;

Assists Teleproduction Center staff in developing television program "Jobs Line" for airing via cable channels and video tape distribution within the District;

Works with local organizations to help redirect dislocated workers toward employment and/or training opportunities;

Designs and implements program evaluation tools measuring effectiveness of program;

Collaborates with local industries and organizations to identify and develop job-training opportunities;

Assists the City School District Director of Guidance in training teachers in the "School Is Work" infusion curriculum.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of community resources and organizations as they relate to job training and job opportunities; good knowledge of personnel practices and procedures as

they relate to employment, recruitment, placement, and training; good knowledge of the employment difficulties facing targeted group; ability to develop training materials; ability to measure program effectiveness; ability to deal effectively with a variety of community organizations, local industries and local educational institutions; ability to train; ability to prepare and conduct workshops; ability to operate a personal computer; ability to communicate effectively both orally and in writing; ability to coordinate a variety of support services; ability to motivate; supervisory ability; initiative; good judgment; tact; integrity; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years full-time or its part-time equivalent experience involving employment counseling, job or manpower development, the development and direction of training programs, or the development and direction of youth employment programs.

NOTE: Classroom teaching and guidance counseling experience are not quality experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 28, 1988