

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLASSIFIED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: ADULT EDUCATION - NAVIGATOR

BASIC FUNCTIONS:

Under the direction of the Director of Educational Services or designee, provide transition services and assist clients in developing, implementing, and monitoring an educational training and career plan that leads to self-sufficiency. Develop and maintain relationships with local educational agencies, industry representatives, and training agencies. Coordinate, design, and implement outreach activities. Partner with local agencies in identifying and implementing service plans that decrease duplication of services.

REPRESENTATIVE DUTIES:

Work independently to coordinate, provide reports, and assist with placement activities as needed. **E**

Review services and create files outlining program options. **E**

Make presentations to groups of students explaining options for obtaining education and training. **E**

Meet one-on-one with students to develop a goal and plan of action. **E**

Help students enroll in courses/programs that will lead to outcomes for the program. **E**

Provide information regarding available educational training and career services. **E**

Review client's readiness and eligibility for services per federal/state regulations. **E**

Assist clients in determining educational and career interests, abilities and skills. **E**

Assist clients in creating their education and career plan; provide support services as identified in the education and career plan. **E**

Coordinate referrals to appropriate agencies and services to support students' education and career plan. **E**

Continually maintain updated directory of community resources and services. **E**

Manage and maintain required files per regulations and conduct assessments as needed. **E**

Initiate and maintain ongoing personal contacts with a variety of education agencies to promote programs for student placement. **E**

Collect data from education agencies related to student progress and outcomes. **E**

Direct students' program search and enrollment activities; match programs with student's needs. **E**

Determine students' barriers to reaching their educational training and career goals and recommend possible solutions. **E**

Provide program retention and follow-up services to students. **E**

Maintain and share current labor market information and available offerings for students. **E**

Based upon regional needs, design and implement program goals. **E**

Coordinate, organize, and implement targeted activities to address the needs of the community. **E**

Participate in selected community events that complement the program. **E**

Develop procedures and execute action plans to meet program goals. **E**

Participate in the North Central Adult Education Consortium (NCAEC) activities and meetings. **E**

Maintain current level of knowledge of program regulations. **E**

Develop, implement and follow-up with supervisor and team on individual and program strategic plans. **E**

Attend meetings and participate on committees as appropriate. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Case management procedures

Basic research techniques

Career Exploration techniques

Community resources and educational training programs

Modern office practices, procedures and equipment

Oral and written communication skills

Principles and practices of exemplary customer service

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Assess the interests and aptitudes of clients

Recognize the need to refer the client to appropriate resources to remove barriers

Assist the client in developing and implementing a suitable educational training and career plan

Manage cases through placement and retention

Use reference material to conduct research

Plan and conduct presentations

Work cooperatively with partner agencies

Support the client through transitions and facilitate decision making and goal setting

Work independently and meet timelines

Operate in multi-task environment

Utilize time management techniques to organize and prioritize work

Interpersonal skills to work cooperatively and effectively with individuals and groups and a diverse population

Promote self-sufficiency of clients

Maintain confidential and sensitive information

Maintain accurate records

Collect and disseminate information

- Lift and carry objects weighing up to 25 pounds
- Operate a variety of office equipment to perform assigned duties
- Operate a computer to complete reports and maintain data
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Bachelor's degree in a related field or any combination of training and experience which demonstrates ability to perform the duties as described. Experience working with public and private educational agencies; with secondary, at-risk, and/or out of school youth; and in career exploration, job readiness, job development and/or employment training programs required. Verified experience in job training/placement or public relations preferred. Bi-lingual skills desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Bilingual English/Spanish desired, but not required

WORKING CONDITIONS:

ENVIRONMENT:

- Office and/or classroom setting
- Drive a vehicle to conduct work (may include evening or variable hours)

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read and prepare a variety of document and reports
- Analyze situations accurately and adopt an effective course of action
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Bending at waist, kneeling and squatting
- Lifting, pushing, pulling and carrying objects weighing up to 25 pounds
- Driving a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases
- Potential for confrontation with dissatisfied persons

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 705

Approval Date: May 2023