



Job Description

POSITION TITLE: Apprenticeship Consultant-Coordinator (Temporary) #4032
(Certificated)

SALARY PLACEMENT: Short Term Hourly Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a valid California K-12 Teaching Credential or a Community College Teaching Credential.

DESIRABLE EXPERIENCE:

Experience working in an educational setting. Experience in Apprenticeship Programs.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to carry out oral and written directions; communicate effectively. Establish and maintain cooperative working relationships. Be flexible and receptive to change. Ability to read, understand, and explain materials related to the subject matter. Proof of valid California driver's license and be eligible to drive under SJCOE driving requirements. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of the Director of College and Career Readiness and the Apprenticeship Program Manager, conduct observations and evaluations of Related and Supplemental Instruction (RSI) for Apprenticeship Programs for which San Joaquin County Office of Education (SJCOE) Educational Services Apprenticeship Programs is the LEA. Develop positive and effective relationships with apprenticeship program directors, coordinators, instructors and staff. Perform related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Travel to Apprenticeship Program sites to conduct instruction and instructor observations.
2. Review curriculum, lesson plans, instructors and facilities.
3. Conduct Related and Supplemental observations and evaluations.
4. Prepare comprehensive reports.
5. Meet with Apprenticeship Program Directors and/or Coordinators and discuss current conditions, future plans, program growth, numbers of completers, completion rates, pass rates for licensing, additional occupations, success factors, instructor training and evaluation, curriculum review and lesson plan reviews.
6. Attend and participate in meetings on apprenticeship, program developments and/or state and local conferences as requested.
7. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in both an indoor and outdoor setting. Employees in this position will be required to drive to and from various locations.

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