



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Outreach and Enrollment Technician</b>	<b>#2438</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range 28</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade, plus a minimum of one year of general business training or one year of experience working in career development, education, or related field.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Knowledge of local public school systems and community organizations; knowledge of workforce Innovation and Opportunity (WIOA) eligibility requirements and procedures; good record-keeping techniques; proper English grammar and usage skills; strong verbal and written communication skills; computer skills. Experience working in a school district or county office of education working directly with youth, parents, or a community organization in some type of enrollment and/or outreach capacity. Experience involving workforce development.

### **SKILLS AND ABILITIES:**

Ability to work cooperatively with school districts, county offices, community organizations, and other agencies; the ability to develop rapport with students and parents; basic office methods, practices, and procedures, standard English usage, spelling, grammar, and punctuation; high-level computer skills; ability to carry out complex oral and written directions; make decisions independently; communicate effectively; and prepare correspondence with minimum direction. Provide proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties (mileage reimbursement). Be flexible and receptive to change.

### **SUMMARY OF POSITION:**

Under direction of the Program Administrator and Supervisor, develop and implement outreach and enrollment activities and services throughout San Joaquin County to connect youth with program services, determine youth eligibility using specific criteria and provide youth orientations. Attend various off-site events and provide outreach presentations to various community agencies. Collect and complete all documentation required to enroll each individual youth. Does related work as required.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Recruit, screen, and enroll eligible out-of-school and in-school youth for participation in program services.
2. Work with community organizations and schools for outreach activities.
3. Plan, develop, and implement outreach activities with various organizations throughout the county.
4. Participate in outreach events at various locations throughout the community as needed.
5. Qualify youth based on required criteria.
6. Maintains youth enrollment forms and related documents.
7. Prepare youth enrollment applications for review by San Joaquin County WorkNet and submit in a timely manner.
8. Ensure program enrollment remains at ratios specified by the contract.
9. Prepares enrollment reports as needed.
10. Provide orientations and assessments to youth enrolled in program.
11. Assists program clerical staff and Career Developer staff as needed.
12. Performs related 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.
7. Drive own transportation to multiple locations in a day, when necessary.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors, outdoors as necessary, and in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

5/3/2017 sc