

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – APPRENTICE SUCCESS

BASIC FUNCTION:

Under the direction of assigned supervisor, coordinates the activities of assigned apprenticeship program for the Santa Clara County Office of Education (SCCOE); performs data management and record-keeping related to the recruitment, enrollment, assistance and monitoring of apprentices; ensures that documentation and reporting requirements are met; plans and coordinates efforts to attract and enroll apprentices; plans and hosts information sessions; assesses eligibility and provides technical assistance relating to program enrollment; monitors, tracks and supports apprentice progress; works collaboratively with internal and external partners to ensure apprentices' success; serves as a liaison between the apprentice and partners.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates the activities of the apprenticeship program for SCCOE;

Develops a supportive and trusting relationship with apprentices;

Mentors apprentices and encourages success by connecting apprentices with the appropriate resources and support;

Screens applicant information and assists eligible participants in the enrollment process by providing clear and concise information and guidance;

Assists with activities related to onboarding apprentices to ensure smooth integration into the program;

Registers apprentices in required programs and platforms;

Participates in, coordinates, and facilitates workforce events, including information sessions, hiring fairs, graduations, and workshops;

Builds strong relationships and collaborates with professors, advisors, tutors and other partners to ensure the success of apprentices;

Enhances the apprentices' experience by coordinating site visits;

Facilitates group and individual support opportunities;

Provides strength-based coaching services;

Identifies opportunities for collaboration and works collaboratively with internal and external partners;

Serves as a liaison to connect apprentices to mentors, tutors and community resources, including childcare and transportation services as needed;

Works closely with center directors to assess apprentice progress in work assignments;

Monitors and tracks performance of apprentices;

Documents and tracks academic information, including test scores, attendance records, support services, class schedules, progress reports, grades and grade deficiencies, contact information, FERPA forms, transcripts, and educational plans;

Performs data management and record-keeping duties relating to the recruitment, enrollment, assistance and monitoring of apprentices;

Collects, tracks and maintains a variety of information and data from a variety of sources, and uploads data to the appropriate database or platform;

Ensures that deadlines and program reporting requirements are met;

Establishes and maintains database and record-keeping systems to enter, monitor and report on various department functions;

Manipulates data and formats reports as necessary;

Reviews apprentice timesheets, verifies information and submits timesheets to the designated database or platform in compliance with established reporting periods;

Contributes to the development and implementation of department initiatives;

Attends and participates in a variety of meetings as assigned;

Monitors inventory levels of designated supplies, and orders, receives and maintains appropriate levels of inventory as required.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Policies and objectives of assigned programs and activities;

Applicable laws, codes, regulations, policies, and procedures;

Record-keeping and data collection and maintenance techniques;

Interpersonal skills using tact, patience and courtesy;

Principles and practices of customer service;

Oral and written communication skills;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Operation of a computer and assigned software.

ABILITY TO:

Effectively coordinate the activities of an apprenticeship program;
Conduct meetings and informational sessions;
Learn, interpret, and apply rules, regulations, and policies related to assigned program;
Obtain, evaluate and verify information to determine eligibility for apprenticeship program;
Prioritize and manage time effectively;
Establish and maintain effective working relationships with others;
Operate a computer and assigned office equipment;
Utilize a computer to input data, maintain automated records and generate reports;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Establish and maintain accurate files and records;
Analyze and interpret information and data;
Compile and prepare comprehensive reports;
Communicate effectively and tactfully in both oral and written form;
Work some nights and weekends as required.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in education or related field preferred, and three (3) years of increasingly administrative responsible experience in school administration or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Director's Permit or valid California Administrative Credential
Valid California Teaching Credential or Valid California Child Development Teacher Permit
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials
Sitting for extended periods of time
Hearing and speaking to exchange information

HAZARDS:

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

DocuSigned by:
Khushwinder Gill 8/9/2024 | 10:14 AM PDT
D9DB87351436427...

Approved: Khushwinder Gill, Ed.D. Date
Assistant Superintendent-Personnel Services

DocuSigned by:
Mary Ann Dewan, Ph.D. 8/9/2024 | 9:51 AM PDT
72890FED1F52493...

Authorized: Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools