

Pioneer Technology Center Performance Profile

Title

Training Navigator, New Beginning

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Peacemaker -5: Appreciative, Open Minded, Considerate, Attentive, Approachable
2. Includer- 5: Dependable, Loyal, Team-focused, Reliable, Responsible
3. Listener -5: Calm, Agreeable, Good-natured, Kind, Non-confrontational
4. Relator – 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting

Skills

1. Strong verbal skills, persuasive and creative skills - 5
2. Be a team player with co-workers, clients, and community leaders - 5
3. Ability to work with limited supervision, plan projects and set goals, demonstrate initiative - 5
4. Possesses knowledge of job search/job readiness techniques and the ability to teach these techniques - 5
5. Ability to build relationships and relate to students - 5
6. Reliable, dependable, and punctual attendance - 5
7. Proficient with computer technology and software to include websites - 4
8. Excellent customer service skills and phone etiquette - 5
9. Effectively make speeches and presentations to large and small groups - 4
10. Understanding of DHS/TANF and Career Tech programs - 4

Experience

2-4 years related experience and/or training in social work or related field: or equivalent combination of education and experience. – 4

Education & Credentials

Bachelor's degree required

Physical Factors

Will need to be able to lift at least 10 lbs.

Standards of Performance

The New Beginning Training Navigator will be evaluated annually

FLSA Classification

Exempt

Contract Length

12-month

Reporting Relationship

Responsible to Pioneer Technology Center Board of Education, Superintendent/CEO, Executive Director, Instructional Director and New Beginning Coordinator

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center and Meridian Technology Center staff members, students, parents, business / industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary**1. Record gathering, maintenance, and management**

- a. Adhere to strict confidentiality regulations
- b. Maintain confidential student files, records and correspondence

2. Connecting with Customers (internal and external)

- a. This position has regular contact by telephone or in person with Meridian Technology Center and students in Payne County, and other employees, for the efficient exchange of information
- b. Develop internships sites appropriate to client skills and availability. Track client performance and maintain communication with New Beginning Coordinator on participation and progress.
- c. Establish a working relationship with DHS staff and local county core partners to ensure appropriate placement of participants in the program as well as provide for student success and remove barriers.
- d. Conduct Participant follow up.

1. Support Career Readiness and Employability Outcomes

- a. Work cooperatively with counselors and learning consultants to provide educational services for students.
- b. Work with participants, DHS, and other agencies to remove barriers to training and employment
- c. Develop/provide approved career pathways for employment that are based on local business and industry needs for non-TANF participants
- d. Provide career skills training opportunities to include non-traditional, high-tech, high-wage and new and emerging training.
- e. Monitor the progress of participants in training
- f. Inform students prior to program completion of the availability of job placement services.
- g. Maintain and distribute job placement and employment opportunities to appropriate students and staff.
- h. Maintain communication with community and state agency personnel regarding New Beginning program.
- i. Maintain continued contact with the community and partner agency personnel through an active advisory committee.

2. Records Maintenance

- a. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by DHS and ODCTE. Work cooperatively with Pioneer Technology Center and counselors and Pioneer Technology Center personnel to provide educational services for students
- b. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by DHS and ODCTE

Office/Program/Organizational duties

- a. Follow written procedures for all activities associated with New Beginning.
- b. Be able to perform under stress when confronted with emergency, critical, or unusual situations.

Professional Responsibility

- a. Participate in staff training functions, meetings, or other Pioneer Technology Center events as required.

- b. Responsible for the development and implementation of strategic plan components and continues improvement goals for areas of responsibility.
- c. Attend seminars/workshops to upgrade skills and knowledge for your area.
- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent/CEO.