

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SUPERVISOR-BUSINESS AND TECHNOLOGY TRAINING INSTITUTE (BTTI)**

#### **BASIC FUNCTION:**

Under the direction of the Administrator-Community Services, plan, organize and supervise financial aid programs, curriculum planning and student counseling activities and operations of the Business and Technology Training Institute (BTTI); serve as the administrative assistant to the Administrator of Community Services and assist in the policy and planning for BTTI; train and supervise the performance of assigned staff.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and supervise financial aid programs, curriculum planning and student counseling activities and operations of the Business and Technology Training Institute (BTTI).

Monitor federal and State financial aid programs; coordinate with federal and State agencies for Veteran's Affairs, SETA, the U.S. Department of Education, EDFund and the Employment Development Department.

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist the Community Service Administrator to develop, implement and monitor the counseling and program management of students, and close out student programs.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Coordinate the long-term and day-to-day operations of BTTI and fee programs, including student admissions and counseling, student educational program tracking, student discipline issues and policy enforcement; school and student catalogs; curriculum interpretation and refinement, job development/placement program; externship program, facility usage and optimization, information processing products and services, and grant applications.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Federal and State financial aid programs.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, organize and supervise financial aid programs, curriculum planning and student counseling activities and operations of the Business and Technology Training Institute (BTTI).
- Train and supervise the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- Move hands and fingers to operate a computer keyboard.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in finance, accounting, marketing or related field and two years increasingly responsible experience in accounting or finance.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.