



For the future of every student

CLASS TITLE: JOB DEVELOPER

BASIC FUNCTION:

Under the direction of a Principal, perform a variety of duties in support of employment placement and development of identified students to enhance school to career transition; assist individual students with developing vocational, career and job searching plans and skills.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties in support of employment placement and development of identified students to enhance school to career transition; refer students to potential employers according to needs, interests and abilities; monitor, assess and adjust activities to meet student needs.

Interview and assess students in the identification of job and career needs, aptitudes, interests and abilities to determine appropriate vocational and career goals and objectives; assist students in establishing, developing, pursuing and meeting vocational and career goals.

Assist students with obtaining and maintaining jobs; work with students in developing related plans; provide student guidance in the enhancement of vocational skills; advise and consult students concerning job skill development and employment, educational and training opportunities.

Provide technical support for the Work Experience Education program as assigned by the position; prepare, process and distribute program information and documents; provide record-keeping and enrollment services; assist with the preparation of grades and credits and dissemination of results.

Develop, coordinate and arrange job shadows with students and employers as assigned by the position; refer and place students with appropriate job shadow opportunities; facilitate and enhance student and employer participation in job shadows through presentations and outreach activities.

Serve as a liaison between the District, students, employers and outside agencies regarding vocational services, opportunities and placement; respond to inquiries and provide information concerning job development activities, needs, policies, procedures and objectives.

Provide vocational training and assistance to students; assist individual students with developing vocational, career and job searching plans and skills; provide job shadowing and on-the-job training and assistance at job sites to meet student needs in developing job skills and performing duties.

Assist students with collecting information related to job openings, and developing resumes, cover letters and interview skills; assist students with completing applications and pre-employment paperwork; conduct mock interviews.

Refer students to and assist students in accessing community employment resources and vocational college programs; provide assistance and information concerning various occupational areas and related employment opportunities; prepare and distribute job opportunity bulletins.

Assist with developing an employer base for students; establish and maintain contact with local public and private employers to develop potential job opportunities for students.

Work with students to develop strategies for becoming productive employees and performing successfully in a work environment by providing one-on-one training, coaching and group workshops; assist students with developing independent living skills as required.

Evaluate jobs at work sites by observing workers and conferring with supervisors; assess skills and duties required for various employment opportunities and assure student referrals are aligned with requirements; provide employers with strategies for modifying job tasks to meet student needs.

Visit job sites to oversee and monitor progress of student vocational activities; conduct follow-up and post employment services with employers and students; assure students are placed with appropriate employers; confer with employers concerning student performance and progress.

Compile information and prepare and maintain various records, reports and files related to students, work permits, employers, job opportunities, placement, progress, attendance, work experience and assigned activities.

Communicate with District personnel, faculty, local agencies, students, parents and various outside organizations to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Arrange for student transportation to job sites as needed; assist students with resolving employment issues; keep students, staff and parents current concerning job issues and progress; monitor, identify and work with student in resolving employment, attendance and other issues and problems.

Issue work permits to students as assigned; distribute, collect, review and assist students with completing related applications; explain work permit requirements, policies, rules and procedures.

Prepare, distribute and respond to a variety of forms, letters and other correspondence.

Attend and participate in various meetings as assigned; prepare and deliver classroom presentations and workshops concerning job opportunities, skills, searching and related matters.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of job and career development and placement programs.

Training and employment opportunities in the community.

Interviewing and advisement techniques.

Basic instructional and training methods and techniques.

Policies and objectives of assigned programs and activities.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Record-keeping and report preparation techniques.
Basic public relations techniques.

ABILITY TO:

Perform a variety of duties in support of employment placement and development of identified students to enhance school to career transition.
Assist individual students with developing vocational, career and job searching plans and skills.
Interview and assess students in the identification of needs, interests and abilities to determine appropriate vocational and career goals and objectives.
Assist students in establishing, developing, pursuing and meeting career goals.
Serve as a liaison and technical resource regarding employment services, opportunities, resources and development.
Develop and maintain an employer base for student placement.
Monitor, assess and follow up on student needs and progress.
Refer students to potential employers, resources and opportunities according to needs, interests and abilities.
Operate standard office and job site equipment.
Observe health and safety regulations.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in psychology, social science, counseling, human resources or related field and two years experience working with vocational, career, job placement or related services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.

