

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Job Developer, Employment Service	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0976	WORK YEAR:	10 to 12 Months
DEPARTMENT:	School Site or Department	SALARY:	Range 46 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	04-26-82
		HR REVISION:	04-26-12

BASIC FUNCTION:

Provide intensive student support; coordinate student employment activities; initiate contact with employers; establish on-site employment office; serve as liaison with public and private employers to develop employment opportunities, on-the-job training, and work experience; recruit district students to encourage interest in education; assist individual students with skills needed for successful employment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Assist individual or a group of students and the public with resumes and traditional and internet job search; discuss interviewing techniques, proper attire, and telephone manners; conduct mock interviews, evaluate results, and advise students of needed improvements; translate and assist bilingual clients. **E**

Assist with development of employability skills instruction; provide technical assistance regarding job search procedures, local employment trends, and availability of jobs. **E**

Communicate with public and private sector employers to encourage the hiring of students and referrals; establish job requirement, job placement, and follow-up services with employers. **E**

Attend and participate in job fairs; visit with employers to publicize the district's program; work with community-based organizations to reach their placement goals; operate a vehicle to conduct work; lift light objects. **E**

Assist with recruitment; inform students of curriculum and attendance policies; conduct classroom presentations to promote education classes; serve as public relations representative with other district staff; collaborate with district staff to assist students. **E**

Maintain a database and "job board" of current, open positions and make them available to the clients and students. **E**

Help establish employability file for students; maintain student employment statistics as required. **E**

Assist with coordination of communication with local and state public agencies and programs. **E**

Participate in Career Developers Conferences; confer with participants, employers, and others. **E**

Coordinate or assist with presentations and in-services; recommend and contact presenters; coordinate teacher and student attendance. **E**

Operate a computer and related software to enter data, maintain records, generate reports, case management, and client-employer databases; operate standard office equipment. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of experience in the public or private sector as a job developer or other related experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; provide personal automobile and proof of insurance. Specific languages may be required. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM
Word..... 80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current job markets in the district area.

Effective procedures to locate employers and job placement strategies.

Philosophy and curriculum of vocational education, English as a second language (ESL), and general education development (GED) instruction.

Record-keeping techniques.

Operation of a computer, related software, and standard office equipment.

Database programs, Internet, and other job development software.

Public speaking techniques.

Program rules, regulations, policies, and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Skills necessary to work with at-risk students.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Develop private and public sector jobs.

Operate a computer to enter data, maintain records, and generate reports.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Lift light objects according to safety regulations.

Attend career fairs and lift materials and equipment.

Guide at-risk students into current employment opportunities.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, classroom, or job site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist to assist students or retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.