

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: EMPLOYMENT DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, coordinate and monitor employment placement and development of students in an assigned District program; assist individual students with developing vocational and job searching skills; serve as a liaison between students, District personnel, employers and outside agencies in enhancing student job development and placement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and monitor employment placement and development of students in an assigned District program; initiate, develop and maintain an employer base for student placement; refer students to potential employers; assist employers with monitoring, developing and assessing the progress of program participants.

Assist individual students with developing vocational and job searching skills; conduct program orientations; determine if students are work-ready and assist as appropriate; confer with students regarding employment opportunities, goals, work ethics, forms, applications and vocational skill development; provide career and job related advisement; develop individual employment plans.

Serve as a liaison between students, District personnel, employers and outside agencies in enhancing student job development and placement; respond to inquiries and provide information concerning program activities, policies, procedures and objectives.

Promote training programs to employers through various medias; collaborate with employers to determine appropriate placement of program participants.

Oversee and maintain the student wages budget as assigned by the position; determine and adjust student wages; collect, process and verify accuracy of student timesheets; balance individual accounts as appropriate.

Schedule new program participants for the registration process; schedule assessment tests; assist students in securing transportation to and from work; assist students with completing required forms and applications; assist students with enhancing resumes and interview skills.

Compile information and prepare and maintain a variety of records and reports related to student progress and wages, program activities, employers and assigned duties; establish and maintain filing systems; duplicate materials as needed; process and submit forms and applications as necessary.

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

Communicate with District personnel to exchange information, coordinate activities and resolve issues or concerns related to student activities, wages, work permits and placement.

Organize and conduct program meetings, workshops, career fairs and other special events as assigned; attend staff meetings; prepare and conduct oral presentations concerning program activities and progress.

Review labor market analyses and conduct local industry surveys.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, programs, procedures and precedents of the office.

Policies and objectives of assigned program and activities.
Training and employment opportunities in the community.
Interviewing and advisement techniques.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, rules and regulations related to assigned activities.
Operation of a computer and assigned software.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic public relations techniques.
Modern office practices, procedures and equipment.
Basic arithmetic computations.
Research methods.

ABILITY TO:

Plan, coordinate and monitor employment placement and development of students in an assigned District program.
Assist individual students with developing vocational and job searching skills.
Serve as a liaison between students, District personnel, employers and outside agencies in enhancing student job development and placement.
Research and locate employment opportunities for program participants.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and deliver oral presentations.
Make basic arithmetic computations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and two years experience in personnel, career counseling or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office 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 and make presentations.
Seeing to read a variety of materials.
Sitting for extended periods of time.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224