

JOB DEVELOPMENT SPECIALIST

DEFINITION

To encourage public and private job development and job placement of students of the district who participate in specially-funded vocational training programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a designated administrator. Technical and functional supervision may be provided by the resource teacher to whom assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Identify the need for and assist in the development of auxiliary services to facilitate bringing the chronically unemployed or disadvantaged into job-ready status.

Promote training programs to public and private employers through various medias; make contacts with employers to promote and develop employment opportunities for student participation in specially-funded vocational training programs; make community contacts.

Assist employers in reviewing job standards and in identifying jobs that can be occupied effectively by vocational training program participants.

Assist employers in addressing, correcting and assessing the progress of employed program participants; monitor progress of employer and employee.

Monitor the training program participants; assess employability; provide job-related counseling; monitor training progress.

Establish and maintain rapport with employers and program students.

Conduct mobility training for students as necessary; perform various duties to facilitate the placement of students; obtain bus passes; assist in obtaining proper identification.

Review labor market analyses and conduct local industry survey; conduct local needs survey for employing the disadvantaged.

Maintain records; compile information and write reports; make verbal presentations.

Perform other duties related to this position.

Sweetwater Union High School District
Job Development Specialist (Continued)

QUALIFICATIONS

Knowledge of:

Community resources for employment.

County, state, and federal laws and regulations pertaining to employment, public welfare and labor.

General economic conditions and trends.

Local labor market conditions.

Requirements and minimum qualifications of occupational groups and categories.

Social service referral agencies.

Vocational training programs.

Job-related counseling techniques.

Principles and procedures of record keeping.

Ability to:

Compile, analyze and interpret data.

Prepare and present written and oral reports.

Interface with employers and program participants from various socioeconomic levels.

Conduct objective appraisal interviews.

Conduct job-related counseling.

Use the Dictionary of Occupational Titles in the performance of duties.

Communicate effectively, both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible occupational experience in personnel work or a closely related field.

Training:

Equivalent to a bachelor's Degree from an accredited college or university with major course work in personnel, public or business administration or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.