JOB DEVELOPER

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of specialized duties in support of the Transition Partnership Program; assist individual disabled students with developing vocational and job related skills; serve as a liaison between students, employers and outside agencies regarding employment services, opportunities and placement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• Assist individual disabled students with developing vocational and job related skills; determine if students are work-ready and assist as appropriate; confer with students regarding employment opportunities, work ethics, forms, applications and vocational skill development; provide career and job related advisement; develop individual employment plans.
• Communicate with students, parents, personnel, employers, outside agencies and members of the community to exchange information, coordinate activities and resolve issues or concerns related to student progress and assigned activities.
• Coordinate and conduct student pre-employment activities; recommend tutors, vocational training, educational directions and other resources to enhance client portfolio and employment preparedness.
• Monitor and assess student progress at work sites; conduct follow up, job shadowing and postemployment services with employers and students in accordance with established timelines and procedures; organize work schedules to meet employer and student needs; recommend post-secondary education as needed.
• Organize and conduct career development workshops, field trips and other special events as assigned; attend and participate in assigned meetings, training seminars and conferences; prepare and conduct oral presentations concerning program activities and progress.
• Perform a variety of specialized duties in support of employment placement and development of disabled students to enhance school to career transition; initiate, develop and maintain an employer base for student placement; refer students to potential employers according to needs, interests and abilities.
• Prepare and maintain a variety of records and reports related to student activities and progress, time sheets, program activities, employers, mileage and assigned duties; establish and maintain filing systems; prepare detailed case notes concerning individual students.
• Prepare and process work permits; submit permits to appropriate personnel for approval and distribute to students; collect, process and verify accuracy of student timesheets.
• Receive and respond to student referrals; schedule and conduct intake interviews; assess student needs, interests and abilities to determine appropriate career goals and placement; assist students in establishing and pursuing goals and completing various employment and educational packets and applications; assist students in securing transportation to and from work.
• Serve as a liaison between students, employers and outside agencies regarding employment services, opportunities and placement; coordinate and conduct program promotional activities; respond to inquiries and provide information concerning program activities,
policies, procedures and objectives.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
- Ability to work a flexible schedule as assigned.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Basic public relations techniques.
- Interviewing and advisement techniques.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned program and activities.
- Principles, practices and procedures of career and vocational education training programs for disabled students.
- Record-keeping and report preparation techniques.
- Training and employment opportunities in the community.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:
- Develop individual employment plans and prepare detailed case notes.
- Identify and evaluate student interests, needs and abilities.
- Maintain records and prepare reports.
- Monitor and assess student progress.
- Perform a variety of specialized duties in support of the Transition Partnership Program.
- Plan and organize work.
- Provide career and job related advisement.
- Refer students to potential employers according to needs, interests and abilities.
- Research and locate employment opportunities for program participants.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
• Drive a vehicle to conduct work.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
• Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
• Work confidentially and with discretion.
• Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
• High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
• Associate’s degree preferred.

EXPERIENCE:
• Two years’ experience in employment development or educational services.

LICENSES AND OTHER REQUIREMENTS:
• Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
• Valid defensive driving certificate issued by an authorized agency within one year of date of hire.
• Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.

WORKING CONDITIONS:

ENVIRONMENT:
• Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must
be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: July 1, 2003
Revised: November 14, 2017