



Fremont Union High School District

Position: Job Development Support

Department/Site:	District Office	Range:	109
Reports to/ Evaluated by:	Coordinator of Special Services	Work Year:	183
		Months:	10

Summary of Basic Functions & Responsibilities

Under the direction of the Coordinator of Special Services provides specialized support and service to the job development and job placement programs. Develops employment vocational training opportunities for students to transition into public and private sector jobs.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.

- Develops paid or unpaid work experience placements within the community and on campus locations.
- Provides individual and group instruction related to vocational/career education including career assessment test, job search techniques, resume writing and interviewing skills and site visits.
- Provides individual and small group instruction related to job seeking skills (i.e. resumes, networking and interview skills).
- Assists various Job Club instructors with job seeking skills training and motivation for students/clients.
- Works with counseling and other school resources with career assessments (including External Situational Assessments) and matching students to jobs based on interest and aptitude.
- Assists with administering various assessments tools, documents, student/client observations and provides on-the-job assessment reports for evaluation purposes.
- Uses the Internet and other computer based programs (MS Word, FileMaker Pro) for job development activities including resumes and setting up e-mail accounts.
- Prepares periodic status and performance reports to state agencies and enters student client case not updates into program database.
- Assists employers in developing and reviewing job standards to identify jobs that will be appropriate for program participants including job task analysis and ADA regulations.
- Reviews and follows-up with employers regarding student progress at the work site.
- Builds and maintains networking with the student/client with the transition of services from school to adult services providers.
- Promotes the various FUHSD Transition and vocational training programs to the community through various media and public functions.
- Identifies and contacts public and private employers to promote, develop and follow-up employment opportunities for program participants.
- Attends and participates in professional meetings, conferences and workshops as related to job placement and development.
- Connects with and serves as a resource to managers, teachers guidance counselors and Special Education Staff.
- Reviews and follows-up with teachers, parents and various agencies regarding student progress/evaluations in training programs and/or at the work site.

- Attends appropriate FUHSD Transition Coordinating Teams and networks with Transition Team members.
- Participates in community, district and job-related or employer advisory committees as assigned.
- Contacts students/clients for job retention support, follow-up and placement evaluations.
- Ensures the equal and fair treatment of all student/client applicants for and recipients of job placement assistance including those with language difficulties and disabilities.
- Provides job coaching and shadowing at job sites.
- Motivates and encourages students and adults to succeed in the labor market.
- Creates and monitors student/client work schedule with employers and student/client via site visits, phone calls, e-mails and staffing.
- Provides progress reports/updates and evaluations to appropriate school and various agency staff.
- Maintains accurate record-keeping systems related to employment opportunities, client progress, expenses, mileage, and other job-related activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires a working knowledge of employment and hiring methods and procedures, including those for reaching students and assuring equal employment opportunity.
- Requires working knowledge of publicly funded job and training programs.
- Requires knowledge of the rules and regulations governing student employment.
- Requires a working knowledge of computer-aided office productivity tools and data management programs.
- Requires sufficient math skills to compute sums, averages, products, and quotients.
- Requires sufficient human relation skills to convey technical concepts to others, to deal with private student information, to give instructions and training, and to facilitate discussions in individual and small group settings.

Abilities:

- Requires the ability to learn and implement specialized curriculum and employment readiness programs.
- Requires the ability to carry out the essential functions of the position.
- Requires the ability to achieve harmony and cooperation in communications with others including students with special needs and outside employers.
- Requires the ability to prepare professional correspondence for routine communications.
- Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Requires the ability to maintain up-to-date files and ensure privacy of student information.
- Requires the ability to identify, organize, and sequence the school and off-campus activities that support employment opportunities.
- Requires the ability to use independent judgment when working with students and outside agencies.
- Requires the ability to work under deadline pressure and handle simultaneous projects.
- Requires the ability to work at varying school and out-of-district locations.

Physical Abilities:

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit, often for long periods of time, and move to high school campus and off-campus locations on a frequent basis.
- Requires the near visual acuity to read printed materials and a computer screen.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, to keyboard to operate a computer and other office equipment requiring repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position typically requires an Associate's degree.

Licenses & Certificates:

- Requires a valid driver's license, car insurance and meet district standards for transporting students. Certificate of competency complying with NCLB.
- First Aid and CPR certification required (available through the district).
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed indoors where minimal safety considerations exist.