

## **BRIEF DESCRIPTION OF POSITION**

Under the general supervision of an assigned supervisor, provides job placement, career guidance and guidance to CTE pathways for higher education dual enrollment. Identifies and develops prospective employment opportunities and provides pre-employment training and services resulting in employment placement.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Establishes relationships with regional employers to develop job and internship opportunities.
2. Gathers information on labor market trends for training/employment opportunities.
3. Develops and maintains relationships with community referral sources, such as Chambers of Commerce/Business Alliance, Workforce Development Board, and other community groups.
4. Fosters and sustains relationships with the teaching staff to allow for coordination of efforts in assessing students' skills and successfully equipping them for employment.
5. Compiles job task analysis.
6. Prepares job seekers with job exploration skills and creates effective job-hunting campaigns for a full spectrum of job seekers.
7. Compiles, analyzes, and interprets data pertaining to employment services outcomes.
8. Designs, plans, organizes, and delivers workshops and training sessions on workplace readiness and job development activities helping students formulate resumes and cover letters and assisting them in interview preparation.
9. Advises and counsels job seekers on common hiring practices and assists them in exploring various career paths that align with their training.
10. Helps students prevent transition to employment mishaps by recognizing and solving problems related to logistics and preparedness.
11. Reviews the abilities, aptitude, interest, personality characteristics, and skill assessments of students to assist in creating individualized career goals.
12. Develops and maintains a reporting process for tracking student job placement and job development activities and supports the reporting process of the Employment and Earnings Survey.
13. Conducts surveys on recent graduates and current students to provide information needed to facilitate successful job placement.
14. Prepares and disseminates public relations and outreach materials promoting the students and program to local businesses and community.
15. Tracks, monitors, and maintains program budgets.
16. Organizes and participates in job fairs and workshops.
17. Attends and participates in conferences, meetings, and committees as assigned.
18. Trains and provides work direction to clerical staff as assigned.
19. Performs other duties as assigned that support the overall objective of the position.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Vocational careers and placement
- Local labor market needs and related vocational, certificate, and degree training programs
- Employment skills and job coaching techniques
- Best practices of administering and evaluating skill and interest assessment testing materials and methods

- Marketing and outreach techniques
- Computer software programs, including but not limited to word processing, spreadsheet, presentation, email, and database software
- Specialized computer software programs relating to career guidance
- Standard office methods, procedures, and practices
- Fundamentals of English grammar, spelling, punctuation, and vocabulary
- Basic principles of training and providing work direction

**Ability to:**

- Identify and market skills for employment best suited to students
- Initiate partnerships and foster collaboration with employers and community groups
- Operate standard office equipment including computers, scanners, printers, copiers, and other office equipment
- Work independently with little direction
- Maintain records and prepare various reports, including confidential materials
- Gather, compile, and analyze data from a variety of sources
- Communicate clearly and concisely, both orally and in writing
- Learn and apply new information and skills
- Prepare and deliver effective oral presentations
- Establish and maintain effective working relationships with those contacted in the course of work
- Monitor and maintain budgets
- Train and provide work direction to others

<b>WORK YEAR:</b>	Adult School Classified Employee (11 Months) Work Year
<b>WORK DAY:</b>	(Split Shift) Monday to Thursday, 8:30 AM to 12:30 PM and 3:30 - 8:30 PM, Friday, 8:30 AM -12:30 PM (subject to change based on student scheduling needs)
<b>EDUCATION:</b>	Associate's degree with course work in human resources, public relations, marketing, student counseling, communications (required) OR Bachelor's degree with course work in human resources, public relations, marketing, student counseling, communications (preferred) OR Valid California Teaching credential (required)
<b>EXPERIENCE:</b>	One-year experience in employment interviewing and job placement or a related field (required)
<b>LICENSES AND OTHER REQUIREMENTS:</b>	Bilingual in Spanish (preferred) Possession of valid California driver's license
<b>SALARY:</b>	Adult Education Classified Employee Salary Schedule - Range 17 Adult Education Teacher Salary (Certificated)
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance
<b>PHYSICAL CHARACTERISTICS:</b>	Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
<b>WORKING CONDITIONS:</b>	Office and school environment. May be subject to constant interruptions. Subject to occasional noise from computer operation, and visual exposure to computer screens.