

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Revision Approved: March 12, 2025
Salary Range: 20; Row: 24

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: JOB DEVELOPMENT SPECIALIST

JOB PURPOSE STATEMENT: Under the supervision of the Director of Learning Support Services or Designee to develop job sites, assist students to obtain marketable job skills while completing their education, convey information regarding the work-based learning programs.

JOB FUNCTIONS:

- Assists in providing job development for high school students who are 16 years and older
- Assists students with specific job seeking skills
- Develops and maintains a job bank or work sites for high school students
- Educates and informs employers regarding programs, procedures, requirements, and benefits
- Maintains records of students and monitors performance
- Assists students in developing responsibility for necessary paperwork, including time sheets
- Collaborates with staff in job development and job placement activities
- Coaches students at local training/job sites as determined by vocational assessment and evaluation
- May drive a district vehicle to transport students.
- Performs other related duties as assigned or needed

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JOB QUALIFICATIONS:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations (and in accordance with County, State and Federal regulations and policies, with specification)
- Modern office practices and procedures including filing systems, telephone operator techniques and software programs
- The functions, organization and basic clerical operation of an administrative office
- Basic budgetary principles and practices including methods of financial record keeping
- General customer service skills
- Appropriate safety and security precautions, practices, and procedures
- Basic techniques of guidance and leadership

Ability to:

- Perform and coordinate general clerical work with speed and accuracy
- Devise or adapt office procedures to changing organizational needs
- Understand, interpret, and carry out oral and written directions
- Learn and utilize new and current technologies
- Compose correspondence independently
- Use independent judgment
- Create clear and comprehensive reports and keep complex records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Perform written and oral language translations
- Communicate effectively using correct grammar

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JOB QUALIFICATIONS:

Ability to:

- Detect errors, proofread and troubleshoot
- Guide, organize and schedule the work of others
- Provide training and safety direction/instruction
- Provide excellent customer service (e.g. answering phones, assisting students, staff, and general public)

EDUCATION:

- Graduation from high school or equivalent
- Vocational Education certificate preferable or college course work in child development or adolescent psychology

EXPERIENCE

- Three (3) years working with students at the high school and/or adult transition level.
- Work-based learning experience in an educational setting (e.g. tutoring, mentorship, or related roles) is preferred.

LICENSES, CERTIFICATES, and/or TESTING:

- First Aid/Cardiopulmonary Resuscitation/Automatic External Defibrillator (1st Aid/CPR/AED) Certifications
- Valid California Driver's License
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Indoor/outdoor

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Hazards:

- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds

Revised: November 21, 2024

Negotiated: November 21, 2024