Position: Workability Job Developer	Position Number:
Department/Site: Secondary School Levels	FLSA: Non-exempt
Evaluated by: Principal, Vice Principal, or Designee	Salary Grade: 10

Summary

Plans, coordinates, and implements a district-wide job development and placement service to assist students, including those with special needs, in the job search process to secure employment and job training.

Distinguishing Characteristics

This is a specialized position that could follow along several career ladders, namely, in human resources and/or vocational guidance. Advancement to this position requires compliance with the job qualifications and the ability to seek job opportunities for students. Advancement beyond this position would depend on the background of the incumbent.

Essential Duties and Responsibilities

- Establishes and maintains temporary, full-time, part-time, and graduate jobs and referral resources. Develops and maintains a computer-aided database of available jobs, out-sources, and referrals.
- Sources potential jobs, including those for students with special needs, by telephone, personal contact, and off-campus interviews with employers.
- Schedules in-person visits to various companies to develop positions for students and promote job placement to supplement or substitute for education services.
- Assists students with the design and content of resumes. Maintains samples for student self-use. Critiques and advises students on the preparation of resumes.
- Conducts skill, ability, and interest assessments and counsels students on job seeking, retention, and performance of jobs. May prepare written materials, administer career batteries (or interpret that from Counselors), and conduct personal interviews to complete assessments.
- Conducts follow-up with students and employers at the work site to evaluate on-the-job progress, working conditions, and receive feedback.
- Works with employers on subsidized and specially funded arrangements governing jobs such as, but not limited to, city and county work programs, JTPA, and PIC.
- Maintains and updates job orders, application files, student interviews, references, letters of recommendation, and performance-related information.
- May participate in the planning of job fairs and other similar activities.

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- Develops and presents workshops and classroom presentations on job search techniques, resume writing, interviewing skills. Provides individual consultations in these subjects for students.

- Refer students to suitable employment, volunteer opportunities, and/or internships.

- Maintains and updates knowledge of changes in District, State or Federal rules and regulations governing employment programs. Prepares communications to staff and students in this regard.

- Compiles statistics and other data for special reports. Routinely prepares reports on job placement transactions, retention, and success rates.

- Ensures equal and fair treatment of all student applicants for and recipients of job placement assistance.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a working knowledge of the employment process, employment interviewing techniques, and local labor market characteristics. Requires a working knowledge of job search processes, resume preparation, and interview strategies. Requires knowledge of the occupations, terminology, and basic qualification requirements for jobs. Requires sufficient writing skill to prepare and assist others in assembling resumes and reports. Requires sufficient math skill to add, subtract, multiply, divide, and compute rates, ratios, and percents. Requires reading skills sufficient to understand regulations, and professional journals. Requires a working knowledge of personal computer operations and business and education software used in the work setting. Requires well-developed human relations skills to interact with a diverse population of students and employers.

- **Abilities**

Requires the ability to plan, organize, and coordinate the functions of a job placement office. Requires the ability to match an employer's job requirements with the appropriate candidate. Requires the ability to understand, interpret and apply Federal, State, and district rules, regulations, procedures and policies which pertain to a job placement office. Requires the ability to develop and maintain accurate and up-to-date records and statistics. Requires self-starting ability to seek job opportunities, using reasoning and original thinking to solve problems. Requires the ability to perform with minimal supervision. Requires the ability to use established word processing, spreadsheet, and internet search programs.

- **Physical Abilities**

Requires ambulatory ability to retrieve work materials and move to remote locations. Requires hand-arm-eye coordination to use a personal computer keyboard. Requires sufficient visual acuity to recognize movement in workstations and to read words and numbers. Requires auditory ability to project voice to a small group and to carry on conversations over the phone and in person.

- **Education and Experience**

  The position requires a Bachelors degree in business or related field and 2 years of experience in an employment, industrial engineering, or equivalent function. Additional relevant experience may substitute for some higher education.

- **Licenses and Certificates**

  A valid drivers license.

- **Working Conditions**

  Work is performed indoors and at employer locations where some minor safety considerations may exist from proximity to machinery and temperature extremes.