CLASS TITLE: **JOB DEVELOPER/COACH**

DEFINITION: Under general supervision and evaluation by the site administrator, procures employment for students, acts as liaison between student and employer and provides on-site job training and supervision for students; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Provide students with the following skills which include self-esteem building, goal setting, resume writing, interviewing, job applications, career assessments and maintaining a job
- Secure a job placement for students
- Provide job coaching and job shadowing opportunities
- Maintain portfolios for each student
- Monitor student success on the job through task analysis documentation
- Develop and provide presentations to classes
- Provide field trips for career exploration available through community agencies and other resources
- Develop partnerships with businesses, community agencies and vocational schools; through the partnerships, provide classroom presentations and job fairs
- Communicate with parents, teachers, administrators, students, employers and community agencies regarding job opportunities for students
- Attend meetings, conferences and other trainings as needed
- Assist with data collection
- Provide students with assistance in processing timesheets for payroll

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination equivalent to: completion of two years of college and one year of experience related to job development and placement or experience in developing partnerships with businesses, community agencies and vocational schools.

Knowledge of:

- Principals and techniques of developing effective training program for students
- Rules, regulations, polices and procedures related to student employment
- Contra Costa County's employers and community agencies
- Computers and computer software
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a computer
- Maintain accurate records and prepare reports
- Plan, organize and evaluate a student training program
- Understand and follow oral and written instructions
- Perform clerical tasks and make arithmetical calculations with speed and accuracy

- Learn to interpret and apply rules, policies, procedures and regulations
- Communicate clearly both orally and in writing

Licenses:

A valid California Driver's License is required.

Certificates and Other Requirements:

Associate of Arts Degree or equivalent

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 506
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 10/91
Board Revision: 10/03
Board Revision: 6/22/15