

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: EMPLOYMENT PLACEMENT SPECIALIST I

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, perform a variety of specialized duties in support of work-based learning, employment placement, and development of job sites to support ROP/CTE programs, grants, and/or contracts. Position will work with diverse populations of high school students and/or adults in developing work readiness and job search skills. Serve as a liaison between participants, ROP personnel, employers, and outside agencies regarding work-based learning opportunities and employment placement services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of work-based learning activities, career development, work readiness, and employment placement.

Initiate, develop, and maintain an employer base for work-based learning and participant placement opportunities, and match participants to potential employers according to needs, interests, and abilities.

Assist participants with career exploration development of career goals and job search skills; conduct program orientations; Train and coach participants in work-readiness skills.

Serve as a liaison between students, ROP personnel, employers, and outside agencies regarding work-based learning opportunities and employment placement services. Respond to inquiries and provide information concerning program activities, policies, procedures, and objectives.

Visit various community locations to promote career and technical education services; prepare and deliver oral presentations to students and school district personnel regarding employment services and related activities; develop related promotional materials.

Receive and respond to student referrals; schedule and conduct intake interviews with potential program participants; assist students with program registration; identify and assess student needs, interests, and abilities.

Assist students in developing career goals and objectives; assist students in securing transportation to and from work; assist students with completing required forms and applications; assist students with enhancing resumes, grooming, and interview skills.

Conduct recruitment activities to promote career and technical education services; prepare and deliver oral presentations to participants, school district personnel, and grant administrators regarding work-based learning, employment services and any related grant requirements. Develop and maintain related promotional materials.

Communicate with participants and other stakeholders to exchange information, coordinate activities, and

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resolve issues or concerns related to a participant's progress, barriers, and assigned activities.

Maintain and share community and agency resources with participants, families, employers, and educators.

Establish and maintain filing systems; prepare and maintain detailed case notes concerning individual participants; ensure all required data is entered correctly in the reporting system.

Compile information, prepare and maintain a variety of mandated and requested records and reports related to student progress, timesheets, program activities, employers, mileage, and assigned duties; establish and maintain filing systems; prepare detailed case notes concerning individual students.

Operate a variety of office equipment including calculators, copiers, typewriters, audiovisual equipment, and a computer and assigned software; drive a vehicle to conduct work.

Assist employers with monitoring, developing, and assessing the progress of program participants; monitor student wages and hours worked; participate in job shadowing activities as assigned; conduct follow-up and post-employment services with employers and participants.

Attend and participate in a variety of meetings and conferences; assist in developing and conducting student workshops to enhance job skills.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, and procedures of career and technical education training programs for diverse populations of students.

Training and employment opportunities in the community. Interviewing and advisement techniques.

Policies and objectives of assigned program and activities. Interpersonal skills using tact, patience, and courtesy.

Applicable laws, codes, regulations, policies, and procedures.

Operation of standard office equipment, including a computer and assigned software, and a multi-lined telephone system.

Oral and written communication skills.

Record-keeping and report preparation techniques. Public speaking techniques.

Modern office practices, procedures, and equipment. Basic public relations techniques.

Research methods.

ABILITY TO:

Perform a variety of specialized duties in support of employment placement and development of diverse populations of students.

Assist individual students with developing career and technical education and job search skills.

Serve as a liaison between students, ROP personnel, employers and outside agencies regarding employment

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services, opportunities, and placement.

Identify and evaluate student interests, needs and abilities. Provide career and job-related advisement.

Research and locate employment opportunities for program participants. Monitor student progress.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.

Maintain records and prepare reports. Plan and organize work.

Prepare and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Required: Associate's degree in social services, special education, psychology, human resources, or related field and 3 years of program experience in development and implementation involving programs and services serving diverse populations of high school students and/or adults. An additional 4 years of experience in social services, special education, psychology, or human resources may be counted in lieu of an associate degree.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of materials.

Sitting for extended periods of time.