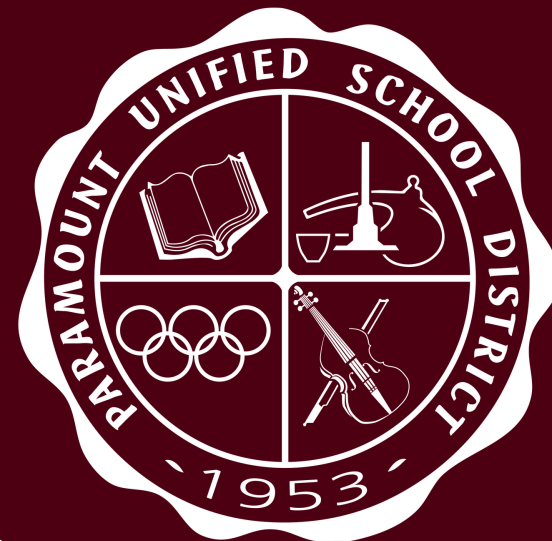


PARAMOUNT UNIFIED SCHOOL DISTRICT

JOB DEVELOPER SPECIALIST

2026-2027 School Year



Salary Schedule:

- Range 128: Step 1: \$5,619 - Step 6: \$7,196 per month
- Eight (8) hours per day - Twelve (12) Months

Definition:

Under the direction of an Assistant Principal, provide designated special education students with job and career readiness and guidance in the enhancement of vocational skills; visit job sites to oversee and monitor progress of student vocational activities.

Minimum Qualifications:

Any combination equivalent to: graduation from high school and two years experience working with youth in an organized setting and one year experience in job search and placement.

Knowledge and Abilities:

KNOWLEDGE OF: Child guidance principles and practices related to children with special education needs; Basic instructional methods and techniques; Budget preparation and administration; Local labor market and employment opportunities in both the private and public sectors; Workability grant processes; Federal and State laws and regulations related to employment of youth; Community agencies providing vocational opportunities to special education students; Job site procedures and appropriate student conduct; Needs of students with disabilities; Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students; Policies and objectives of assigned programs and activities; Principles, practices and procedures of vocational training programs; Operation of standard office and job site equipment; Oral and written communication skills; Interpersonal skills using tact, patience and courtesy; Record-keeping and report preparation techniques; First aid and CPR procedures.

ABILITY TO: Provide designated special education students with job site and employment training and guidance in the enhancement of vocational skills; Monitor, assess and adjust training activities in response to student progress, performance and behavior; Visit job sites to oversee and monitor progress of student vocational activities; Assess student needs and abilities and provide appropriate job training strategies; Make solicitation contacts to potential employers, business representatives, teachers and students; Prepare and administer a budget; Compile and verify data and prepare reports; Maintain current knowledge of program rules, regulations requirements and restrictions; Demonstrate a variety of vocational functions, tasks and activities; Provide students with community-based functions and learning activities to enhance social interaction skills, etiquette and manners; Work independently with little direction, be flexible, meet schedules and timelines; Operate standard office and job site equipment; Understand and relate to students with special needs; Establish and maintain cooperative and effective working relationships with others; Communicate effectively both orally and in writing; Observe health and safety regulations; Maintain records and prepare reports; Administer first aid and CPR.

Application Requirements

- **Cover Letter** indicating your qualifications and reasons for applying.
- **Current Resume** detailing your education, experience, and training.
- **Two (2) recent Letters of Recommendation**, each dated within the last year.
- **All supplemental questions must be completed**

Important Dates:

Tentative Interview Date: Week of July 27, 2026

Applications will only be accepted via the link or QR code.

<https://www.edjoin.org/Home/JobPosting/2250085>

Edjoin Help Desk 888-900-8945

DUE DATE: Thursday, July 23, 2026

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION.



Additional Information

Application Procedure:

To be considered, all candidates need to complete an online application on EdJoin. They must submit a completed application, ensuring that all required documentation is included. Candidates must clearly demonstrate that they meet the minimum requirements for the position. If the minimum requirements are specific and the applicant's experience is general, a breakdown of functions on a percentage-of-time-involvement basis should be included. Voluntary experience can also be considered if detailed information is provided. Only applications that meet the minimum requirements will be considered. Candidates who meet the minimum requirements will be invited to participate in an examination. You will be notified via EdJoin about the time and place of the examination.

Examination:

Applicants must successfully complete all supplemental questions.

Tuberculosis & Chest X-Ray:

Before being employed and beginning work for this District, you will be required to file evidence of having had a Tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past 60 days. Medically verified positive skin test results require a chest x-ray.

Authorization To Work Requirements:

As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the district with documents that establish their identity and employment eligibility.

Other Requirements:

State law requires all our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. Personnel Services staff may obtain confidential references from your former employers. Employees are required to belong to the Public Employee's Retirement System. A physical examination, at your expense, is also a pre-employment requirement.

Salary Information:

Advanced placement on the Salary Schedule, up to Step III, may be allowed at the time of employment. To be considered for advanced placement, the prior qualifying employment must have been full-time employment within the last seven (7) years, must be completely disclosed in the application paperwork and must be properly verified in writing at the time of employment. The written verification must be on official stationery of the prior employer and specifically state the position held, a description of duties performed and the beginning and ending dates of employment.

DETAILED JOB DESCRIPTIONS OF ALL CLASSIFIED POSITIONS ARE AVAILABLE UPON REQUEST.

THE PARAMOUNT UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY, OR GENDER IN ANY OF ITS POLICIES, PROCEDURES OR PRACTICES. SEE WEBSITE FOR FULL DETAILS.