

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Job Developer I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site/Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-35/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, assist with coordination of student employment activities at an assigned site or department; initiate contact with employers; serve as liaison with public and private employers to develop employment opportunities for students to provide students access to high quality learning options to achieve their personal best; recruit District students to encourage interest in Vocational Education; assist individual students with skills needed for successful employment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Assist with coordination of student employment activities in support of providing students access to a variety of learning options to achieve their personal best; initiate contact with employers to develop full and part-time employment for students; establish on-site employment office and a list of current employment vacancies; post and update vacancy notices as appropriate. *E*

Assist students with completion of sample job applications; review applications to ensure proper completion; discuss interviewing techniques, proper attire, and phone manners; conduct mock interviews, evaluate results and advise students of needed improvements to assist students to demonstrate the character and competencies for workplace success. *E*

Provide information regarding work permits; assist in maintaining and establishing employability file for students; maintain student employment statistics as required. *E*

Assist with coordination of communication with local and State public agencies and programs; communicate with public and private sector employers to encourage the hiring of vocational education students to provide students a variety of learning options for workplace success; advise employers regarding State and federal regulations with respect to student employment. *E*

Assist with development of employability skills unit of instruction for use by certificated staff; provide technical assistance regarding job search procedures, local employment trends and availability of jobs. *E*

Attend and participate in job fairs; visit with corporate managers at various meetings to publicize the District's program. *E*

Assist with vocational recruitment of eligible students as related to assigned duties; inform students of curriculum and attendance policies to ensure understanding of expectation regarding vocational program(s); conduct classroom presentations to promote vocational education classes as needed; serve as public relations representative with counselors and career education teachers. *E*

Operate a computer to enter data, maintain records and generate reports. *E*

Assist with presentations as needed; recommend and contact presenters; coordinate attendance of teachers and students. *E*

Assist with classroom presentations of employability skill information including job trends and job market. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation for high school and two years college-level course work in business, psychology, or sociology and two years of experience in the public sector developing programs for employment of students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy and curriculum of vocational education instruction.
Current job markets in the District area.
Oral and written communication skills.
Public speaking techniques.
Applicable laws, rules and regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Technical aspects of field of specialty as related to assigned duties.
Skills necessary to work with at-risk students.
Current software programs such as word processing and spreadsheet.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Develop private and public sector jobs.
Guide at-risk students into current employment opportunities.
Operate a computer terminal to enter data, maintain records and generate reports.
Communicate, understand and follow both oral and written directions effectively.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Work independently with little direction.
Plan, organize and prioritize work to meet schedules and time lines.
Learn new or updated computer software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment; driving a vehicle to conduct work; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodation, if necessary, dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; seeing to read applications and monitor students; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files; sitting or standing for an extended period of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions