

Escondido Union High School District Job Description

Job Title: Job Developer
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 23
Approved By: Board of Education
Approved Date: 09/10/19

NATURE OF WORK

Provides opportunities for disabled students to learn vocational skills by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Confers with students, parents, school personnel, and other individuals to plan vocational training that meets needs, interests, and abilities of students.

Instructs students in areas such as personal-social skills and work-related attitudes and behaviors.

Makes contacts with employers to promote work opportunities that allow students to experience success in performing tasks of increasing difficulty and that teach work values, such as self-improvement, independence, dependability, productivity, and pride of workmanship.

Identifies job training sites appropriate for participants in district programs and provides information to employers regarding the nature of the programs.

Assesses interest employability, provides job-related counseling.

Assists employers in identifying jobs that can be occupied effectively by Workability training program participants and monitors training progress.

Establishes and maintains program related records and files and prepares reports.

Coordinates transportation to interviews, job development, job placement and related services.

Assists in implementing and coordinating services specified in Individual Educational Plans for students as they relate to career and vocational educational goals and objectives.

Assists in providing other support services such as making a successful transition from school environment to the work place and maintaining gainful employment.

Initiates paperwork in compliance with state and district hiring policies and payroll deadlines and forwards completed hiring packets within payroll deadlines to district Human Resources for processing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or four related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE OF:

Vocational training programs, employment, transportation, living arrangements and referrals to adult support services; special education and governmental regulations relating to career and vocational educational training for students with disabilities;

ABILITY TO:

Identify prospective employers in the community and to "match" student abilities and needs to appropriate job placement; read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license with good DMV record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must demonstrate an ability to work independently, to work cooperatively with community employers, to identify and match students to jobs, to meet deadlines, and to maintain accurate records. As a representative of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, must model the behavior expected of students and be sensitive to the potential of disabled students.