



Fremont Union High School District

Position: Job Development Support Specialist

Department/Site:	District Office	Range:	113
Reports to/ Evaluated by:	Coordinator of Special Services	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the direction of the Coordinator of Special Services provides specialized support and service to the job development and job placement programs including oversight of the grants associated with these programs. Trains and supports staff associated with developing employment vocational training opportunities for students to transition into public and private sector jobs.

Essential Duties & Responsibilities

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.

- Coordinate all aspects of the Transition Partnership Program grant for both school-age and post-secondary students.
- Coordinates with staff regarding individual and group instruction related to vocational/career education including career research and site visits.
- Trains and manages staff when establishing paid or unpaid work experience placements within the community and on campus locations.
- Trains and manages staff regarding individual and small group instruction related to job seeking skills (i.e. resumes, networking, and interview skills).
- Coordinates and assists various Job Club instructors with job seeking skills training for students/clients.
- Coordinates with counseling and other school resources concerning career assessments (including External Situational Assessments) and matching students to jobs based on interests and aptitudes.
- Trains and assists staff with administering various assessment tools, documents, performing student/client observations and provides on-the-job assessment reports for evaluation purposes.
- Trains staff in use of the Internet and other computer based programs (MS Word, FileMaker Pro) for job development activities including resumes and setting up e-mail accounts.
- Monitors student/client database case notes for updates and accuracy.
- Trains and monitors staff with preparing periodic status and performance reports to state agencies.
- Trains and supports staff in developing and reviewing job standards to identify jobs that will be appropriate for program participants including job task analysis and ADA regulations.
- Manages reviews and follows-up with staff and employers regarding student progress at the work site.
- Manages and assists staff with the transition of services from school to adult services providers.
- Promotes the various FUHSD Transition and vocational training programs to the community through various media and public functions.
- Trains and manages staff with identifying and contacting public and private employers to promote and develop employment opportunities for program participants.
- Co-chairs and participates in professional meetings, conferences, and workshops as related to job placement and development.

- Assists with and participates in community, district and job-related or employer advisory committees as assigned.
- Coordinates meetings with staff and serves as a resource to managers, teachers, guidance counselors and Special Education Staff.
- Trains and manages staff regarding reviews and follows-up with teachers, parents and various agencies regarding student progress/evaluations in training programs and/or at the work site.
- Trains and coordinates staff with providing job retention support, student client follow-up and placement evaluations.
- Trains and supports staff with ensuring the equal and fair treatment of all student/client applicants for and recipients of job placement assistance including those with language difficulties and disabilities.
- Co-chairs appropriate FUHSD Transition Coordinating Teams as needed.
- Trains, coordinates and supports staff with shadowing and job coaching of students/clients at various job sites. (Including progress reports/updates and evaluations to appropriate personnel).
- Assists staff with creating and monitoring student/client work schedules with employers and student/client via site visits, phone calls, e-mails and staffings.
- Develops and presents brochures, pamphlets, and markets organizational programs and services to prospective clients, agencies, and employers regarding the Fremont Union High School District and vocational training services and programs.
- Facilitates the development of program policies and procedures.
- Conducts labor market surveys, placement and follow-up surveys.
- Develops and maintains accurate record-keeping systems related to employment opportunities, client progress, expenses, mileage, and other job-related activities.
- Maintains and prepares reports for use by staff and other agency representatives in order to evaluate referral progress.
- May facilitate direction of work for others as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires a working knowledge of employment and hiring methods and procedures, including those for reaching students and assuring equal employment opportunity.
- Requires working knowledge of publicly funded job and training programs.
- Requires knowledge of the rules and regulations governing student employment.
- Requires a working knowledge of computer-aided office productivity tools and data management programs.
- Requires sufficient math skills to compute sums, averages, products, and quotients.
- Requires sufficient human relation skills to convey technical concepts to others, to deal with private student information, to give instructions and training, and to facilitate discussions in individual and small group settings.

Abilities:

- Requires the ability to learn and implement specialized curriculum and employment readiness programs.
- Requires the ability to carry out the essential functions of the position.
- Requires the ability to achieve harmony and cooperation in communications with others including students with special needs and outside employers.
- Requires the ability to train and manage staff members.
- Requires the ability to facilitate a variety of committees and be the first point of contact within the community.

- Requires the ability to prepare professional correspondence for routine communications.
- Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Requires the ability to maintain up-to-date files and ensure privacy of student information.
- Requires the ability to identify, organize, and sequence the school and off-campus activities that support employment opportunities.
- Requires the ability to use independent judgment when working with students and outside agencies.
- Requires the ability to work under deadline pressure and handle simultaneous projects.
- Requires the ability to work at varying school and out-of-district locations.

Physical Abilities:

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit, often for long periods of time, and move to high school campus and off-campus locations on a frequent basis.
- Requires the near visual acuity to read printed materials and a computer screen.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, to keyboard to operate a computer and other office equipment requiring repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position typically requires an Associate's degree.

Licenses & Certificates:

- Requires a valid driver's license, car insurance and meet district standards for transporting students. Certificate of competency complying with NCLB.
- First Aid and CPR certification required (available through the district).
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed indoors where minimal safety considerations exist.