



JOB DEVELOPER

Classified Position

Initial Date: 07/01/2007
Board Approval: May 22, 2012
Revision Date: May 22, 2012
Personnel Commission:
Range: 60
Reports to Educational Services
Department

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Performs a variety of services for students with supervision within a framework of standard policies and procedures. This job class requires a high level of clerical and organizational skills as well as the ability to function exercising a high degree of initiative. This job class functions in a highly visible manner and includes extensive contact with students, staff members, and the general public requiring tact, discretion, and judgment. Positions allocated to this job class report the Educational Services Department. Incumbents are responsible for a wide variety of student activities and related services.

REPRESENTATIVE DUTIES:

- Prepares job announcements for students; receives applications and supporting material for job postings; answers job inquiries; schedules paper screenings, interviews, physicals; and, where appropriate, written examinations and performance tests
- Acts as resource person to the students, parents, and staff
- Assists in advertising and promoting the assigned program to teachers, parents, students, and community
- Compiles and updates business partnership database
- Assists in Transition Fair
- Develops Quarterly Workability newsletter
- Arranges speakers and industry tours
- Provides end-of-year reporting
- Compiles and updates business partnership database
- Conducts student interviews after job completion/termination
- Coordinates and establishes community partnerships
- Participates as a team member in individualized training plan meetings or other meetings as directed
- Organizes training activities, such as for mobility, or community-based activities, as needed
- Preps students with job exploration skills, job searches, job retention, career counseling
- Assists students with paperwork such as timesheets, applications
- Compiles job task analysis
- Develops jobs in the community
- Tracks student subsidized work hours
- Arranges job shadow opportunities
- Depending on student need, arranges for or trains students to use public transportation to a variety of community school and work sites
- Implements effective strategies, learning styles, prompt cues, self-management strategies, social adjustment on the job, troubleshooting and reinforcement
- Utilizes fading techniques to gradually withdraw support and modeling as students achieve quality and quantity standards (independence)
- Supports students at job training sites. Provides guidance and follows the guidelines of the students' work instructions through verbal instructions, demonstrations and actual job performance
- Performs related duties similar to the above scope and functions as required

KNOWLEDGE AND ABILITIES:

- Ability to see and read with or without vision aids, hear and understand speech at normal levels, communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, spelling, grammar, punctuation, and vocabulary.
- Knowledge of standard office methods, procedures and practices.
- Knowledge of basic arithmetic including addition, subtraction, multiplication, and division.
- Ability to effectively communicate in both oral and written form.
- Ability to understand and follow both written and oral instruction.
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Skill in operating standard office equipment including typewriter, word processor, computer, printer, calculator, and copiers as appropriate to assignment.
- Ability to prioritize and coordinate workflow to meet timelines and deadlines.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
- Ability to perform general clerical work with speed and accuracy.
- Ability to maintain manual and computerized records and files.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Two years of college, AA degree required or two years of business college
- Four years of increasingly responsible general clerical/recordkeeping experience
- Clerical/recordkeeping experience beyond four years may be substituted for two years of college or business college on a year for year basis

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

Primarily indoor classroom working environment; occasional outdoor environment

PHYSICAL DEMANDS:

- Performs kneeling, stooping, standing and lifting, sitting for extended periods of time
- Seeing, hearing and speaking to exchange information
- Bending, twisting, pushing, pulling, climbing, squatting, crawling and kneeling to perform duties
- Dexterity of hands and fingers
- May be required to lift not more than 30 pounds without assistance
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.