

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: JOB DEVELOPER**

#### **BASIC FUNCTION:**

Under the direction of the Program Specialist, develop and coordinate employment activities; initiate contact with employers; serve as a liaison with public and private employers to develop employment opportunities for participants; assist individual clients with skills needed for successful employment; administer assessment tests; determine eligibility for various programs.

#### **ESSENTIAL FUNCTIONS:**

Develop and coordinate employment activities; initiate contact with local employers to promote employment activities; serve as a liaison with public and private employers to develop employment opportunities for participants.

Recruit clients and employers; assist individual clients with skills needed for successful employment; provide classroom employability and job retention skills training to participants; interview and administer assessment tests; determine eligibility for various programs.

Match client qualifications to available employers; arrange and schedule interviews for clients; assist clients with completing applications and employment forms; assist with the preparation of resumes and cover letters as needed.

Monitor participant progress at work sites and in the classroom; conduct follow up and post employment services with employers and participants in accordance with established timelines and procedures; prepare and maintain case notes; drive a vehicle to conduct work.

Prepare and maintain a variety of records and files related to assigned activities and participants; prepare and submit a variety of reports.

Provide outreach intervention services with community agencies; provide referrals to clients for child care, transportation, personal counseling, continuing education, skills training and/or other services.

Communicate with school site administrators, staff and outside organizations to coordinate activities, resolve issues and exchange information.

Operate a variety of office equipment including a computer and assigned software.

Attend a variety of meetings; prepare and deliver presentations as requested.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies and objectives of assigned program and activities.  
Employment opportunities in the community.  
Basic interviewing and advisement techniques.  
Modern office practices, procedures and equipment.  
Record-keeping and report preparation techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Basic public relations techniques.  
Telephone techniques and etiquette.  
Basic public speaking techniques.

**ABILITY TO:**

Develop and coordinate employment activities  
Provide classroom employability skills training to participants.  
Research and locate employment opportunities for clients.  
Conduct follow up and post employment services with employers and participants.  
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.  
Prepare and maintain records and reports.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Meet schedules and time lines.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information and make presentations.  
Sit or stand for extended periods of time.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: Graduation from high school and two years advanced educational training and/or related experience involving frequent public contact and record-keeping.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Personal transportation for job-related travel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.  
May drive a vehicle as needed.