

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: JOB DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services and an assigned Program Supervisor, plan, organize and oversee grant funded job development and training programs.

ESSENTIAL FUNCTIONS:

Plan, organize and oversee job development and training programs; assess need of District for vocational training programs; assist and oversee staff and volunteers in performing duties and learning program objectives and procedures.

Prepare and distribute information related to job development and training programs; prepare proposals related to the coordination of job development and training programs.

Establish and maintain a cooperative relationship between the District and the Sacramento Employment Training Agency (SETA).

Assist with the enhancement of various programs by publicizing, promoting, and providing information related to job development and training; utilize appropriate community resources.

Communicate with SETA, District staff, administrators and others to exchange information and resolve issues and concerns.

Attend and participate in assigned conferences and meetings; assist with the planning and organization of seminars related to job development and training.

Participate in other assigned activities such as maintaining program budget, assisting administrators with identifying potential training sites, providing job counseling, assisting with selection of staff and volunteers, and interviewing and testing applicants.

Assist students regarding job seeking and performance skills.

Prepare and maintain a variety of records, files and reports related to assigned activities such as participant files, referral and enrollment forms, work permits, case management and contact notes, release forms, and jobsite evaluations as assigned.

Operate standard office equipment, including a computer.

Operate a vehicle to travel to jobsites, meetings, conferences and other activities as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of standard office equipment, including a computer.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Budget preparation and control.

ABILITY TO:

- Plan, organize and oversee job development and training programs.
- Interpret and explain program policies, procedures, rules and regulations.
- Learn laws, rules and regulations related to minors in the workplace.
- Learn and accommodate the special needs of disadvantaged children.
- Analyze situations accurately and adopt an effective course of action.
- Oversee and assist the work of employees and volunteers.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Operate standard office equipment, including a computer.
- Train and provide work direction to others.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Sit or stand for extended periods of time.
- Hear and speak to exchange information.
- See to view a computer monitor.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration or a related field and one year of experience in vocational education or a related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.