

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Job Developer, Employment Service	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0976	WORK YEAR:	10 to 12 Months
DEPARTMENT:	School Site or Department	SALARY:	Range 46 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	04-26-82
		HR REVISION:	04-26-12

BASIC FUNCTION:

Provide intensive student support; coordinate student employment activities; initiate contact with employers; establish on-site employment office; serve as liaison with public and private employers to develop employment opportunities, on-the-job training, and work experience; recruit district students to encourage interest in education; assist individual students with skills needed for successful employment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Assist individual or a group of students and the public with resumes and traditional and internet job search; discuss

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups (WAGH 31h 19 BDC BT by)9(w)5y(i)-43 41 1 5n4(c gm(Phil(er)-5(s)9

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of experience in the public or private sector as a job developer or other related experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; provide personal automobile and proof of insurance. Specific languages may be required. Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word..... 80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current job markets in the district area.
- Effective procedures to locate employers and job placement strategies.
- Philosophy and curriculum of vocational education, English as a second language (ESL), and general education development (GED) instruction.
- Record-keeping techniques.
- Operation of a computer, related software, and standard office equipment.
- Database programs, Internet, and other job development software.
- Public speaking techniques.
- Program rules, regulations, policies, and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy1aSt WPIient)()JTJ4(a)951 skesSkorer-4(a(Publi)9(t)sl)-5()1ctnaleco32 (

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist to assist students or retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.