

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: WorkAbility Job Developer/Coach

DESCRIPTION OF BASIC RESPONSIBILITIES

Establishes and maintains activities to develop, locate, secure and support job openings for students in Special Education and markets WorkAbility Program.

SUPERVISOR: WorkAbility Grant Coordinator

TYPICAL DUTIES:

1. Initiates and maintains ongoing personal contacts with a variety of business and industry representative and job placement/training agencies to promote WorkAbility programs for student placement.
2. Makes first time "cold" calls to potential employers to locate jobs for applicants who have completed job readiness skills.
3. Matches job skills with application qualifications to connect applicants with employers.
4. Conducts bi-weekly student evaluations after students are placed in positions.
5. Attends meetings and maintains contacts with various provisional and community organizations that are involved in job placement/training activities to keep current with trends in local job market.
6. Recruits WorkAbility students and assists in assessing their job skills and interests for positions.
7. Instructs students in job seeking, interview preparation and job retention skills and attitudes.
8. Presents class presentations on job preparedness and skills.
9. Monitors student performance on the job, counsel students when job performance is not satisfactory.
10. Works with students to improve job performance and gain necessary job skills or reviews other employment options.
11. Maintains contact with employers during the student's employment and reports results to WorkAbility Coordinator.
12. Prepares all forms and reports related to placement activities.
13. Helps develop and monitors Employment Training Plans.
14. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Current practices in transition and Work Ability.
- Local labor market and employment opportunities in both the private and public sectors of the Sacramento metropolitan area.
- Effective procedures in identifying and securing training sites for students.
- Private, local, state and federal agencies involved in employment development and job placement programs.
- Basic career decision techniques.

- Various types of filing systems.
- English grammar, punctuation, spelling and computer literacy.

Ability to:

- Read and write at a level consistent with the requirements of the position.
- Maintain a sound recordkeeping system.
- Plan and make presentations to small groups including potential employers, business representatives, teachers, and students.
- Assess the interests and aptitudes of students.
- Operate a variety of office equipment including computers.
- Establish work priorities to meet time lines.
- Provide instruction on job seeking skills, resume preparation, and interview skills.
- Read, interpret, and apply appropriate rules and procedures.
- Understand and carry out directions in an independent and problem-solving manner.
- Communicate effectively in both oral and written forms.
- Work accurately under pressure.
- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- College course work or prior experience with Special Education at the secondary level is desirable.
- Any combination of training and experience which demonstrates ability to perform the duties.
- Experience in job placement in either private or public agencies within the last (4) years desirable.
- Awareness of current practices in transition and WorkAbility.
- Experience in public relations is desirable.
- Valid California Driver's license and evidence of insurance.
- Assess to an automobile.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in-person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone and office and media equipment.
- Sufficient mobility to move about the District and drive a car.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.