

Solano County  
Office of Education

JOB TITLE: Job Developer (Range 23)

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To facilitate the participating students' transition from vocational training to job placement by serving as contact person and information source to potential employers, instructors, and students.

#### JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- Knowledge of current labor market needs, community organizations, and local public employers.
- Knowledge of federal and state laws, regulations, and programs related to youth employment and job training.
- Knowledge of effective counseling and interviewing skills.
- Knowledge of educational and training requirements for various jobs.
- Knowledge of specific interventions which can be implemented to facilitate the success of various categories of special needs students in vocational education programs.
- Ability to assess skills and potential talents.
- Ability to communicate effectively, tactfully, and persuasively, both orally and in writing.
- Ability to coordinate, prioritize, and organize effectively.
- Ability to establish and maintain effective work relationships with students, teachers, administrators, employers, and various outside agencies.
- Level of skills as measured by an associate degree or year-for-year experience in job placement.

This work consists of varied and responsible professional duties at a journeyman level of job performance.

## ESSENTIAL DUTIES

- Recruits, screens, and interviews students for appropriate vocational placement or training.
- Contacts local businesses and industries to recruit potential employers for various job training programs, and to provide general information regarding SCOE programs, accomplishments, and anticipated goals.
- Works with community businesses and employer organizations to develop training and placement sites, as well as good public relations for students/clients.
- Contacts prospective employers to determine their manpower needs and possibility of suitable job vacancies for qualified, trained students.
- Responsible for completing all required documentation and reports.
- Monitors students' progress in course work and on-the-job.
- Places qualified students in jobs that suit student's needs, skills, and goals.
- Provides follow-along services for vocational counseling and job retention.

## MARGINAL DUTIES

- Coordinates job placement needs with course work, training, and input from instructors.
- Assists participating students in assessing realistic career/employment goals and placement potential.
- Coordinates staff meetings and reports new case information and updates on existing cases.
- Conducts workshops and training sessions on such topics as self-help, maximizing job-seeking skills, etc.
- Collects and provides relevant labor market information to SCOE advisory and steering committees.
- May attend IEP meetings to assist with placements.
- Performs related duties as required.

## SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

## SUPERVISION EXERCISED

None

## PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (85%)                      Walking (10%)                      Sitting (5%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (2)

Pushing and/or  
Pulling Loads (2)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (2)

Climbing Stairs (1)                      Climbing Ladders (1)