

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: JOB DEVELOPER

BASIC FUNCTION:

Under the direction of the Director - Special Education and directly responsible to the Resource Teacher of the School-to-Career Programs (Transition Partnership Program and **WorkAbility1**), the Job Developer establishes linkages with employers to develop subsidized work experience and competitive job opportunities. The Job Developer works with local employers, business and community organizations to develop jobs for students/clients and recommends job-training skills necessary to place individuals in the job market. Markets the Torrance Unified School District's School-to-Career Programs. This position is funded through grants. Job duty emphasis may vary from year to year based on grants' needs, and the class specification shall be interpreted in accordance with Personnel Commission Rule 3.2.4 (Interpretation of Class Specifications). Involves use of own automobile and will include transportation of students/clients.

REPRESENTATIVE DUTIES:

Communicate with local employers for job leads and to develop community based work experience sites for in-school students/clients. *E*

Determine appropriate job placement for students/clients. *E*

Coordinate the job placement of students/clients in work experience and competitive employment.

Visit assigned campuses on a weekly basis. *E*

Communicate and work cooperatively with TPP and WA1 program staff, campus liaisons, and families on a regular basis. *E*

Provide supportive career_counseling. *E*

Conduct interviews to assess strengths and weaknesses of students/clients. *E*

Monitor progress in work experience, job search, and on the job. *E*

Write progress reports regarding student/client achievement. *E*

Transport students/clients to medical appointments, job search, job interviews, shop for work related supplies, and field trips. *E*

Perform work site analyses, job analyses, and recommend job restructuring concepts to employer. *E*

Develop a liaison with Employment Development Department, community organizations, and other related agencies. *E*

Operation of office machines including computer workstation. *E*

Perform related duties as assigned by the Resource Teacher.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Job development and job placement techniques.
Job search and interview skills.
Local employment market, community resources and organizations.
Job content and employment qualifications for various occupations.
Vocational education programs.
Career information sources.
Successful marketing techniques and practices.
Job restructuring.
Organizations that provide assistance for individuals with disabilities.
Vocational assessment methods.
Computer workstation skills.
City, State and Federal laws, regulations, and codes related to employment and Equal Employment Opportunity
The American with Disabilities Act.

ABILITY TO:

Match individuals to jobs.
Make decisions regarding job placement of individuals.
Match students/clients to placement openings.
Motivate employers to become involved with the program.
Maintain good relationships with employers.
Work effectively with individuals from a variety of educational, socioeconomic, and ethnic backgrounds, and with various disabilities.
Understand and apply eligibility requirements related to special programs.
Impart and obtain information tactfully and accurately.
Communicate effectively both orally and in writing.
Exercise sound judgment.
Multi-task.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business, marketing, communications, public relations, rehabilitation, psychology, or an area related to job development for persons with disabilities is desired. Public contact experience, marketing background is preferred. Professional experience with individuals with disabilities is desired.

LICENSES AND OTHER REQUIREMENTS

California driver's license and automobile. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, lifting, moving objects weighing up to 25 pounds.