

# Sweetwater Union High School District

## EMPLOYMENT DEVELOPMENT SPECIALIST

### **Purpose Statement**

The job of Employment Development Specialist is done for the purpose/s of planning, coordinating, and monitoring the employment placement and development of students in an assigned District program; assisting individual student with developing vocation and job searching skills; serving as a liaison between student, District personnel, employers and outside agencies in enhancing student job development and placement.

### **Essential Functions**

- Assists students with a variety of tasks (e.g. transportation to and from work, completing forms and applications, interview skills, etc.) for the purpose of providing them with assistance and information on careers and/or educational opportunities.
- Evaluates students' eligibility for the purpose of determining career and/or educational opportunities.
- Researches educational and/or career opportunities for the purpose of providing students with information on career and/or educational opportunities.
- Promotes scholarship, college and career opportunities including Regional Occupational Program for the purpose of assisting students in their transition after high school.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Reviews referred students' vocational and academic strength and weaknesses in relationship to vocational opportunities for the purpose of matching students with vocational goals.
- Provides training for all partner groups for the purpose of ensuring accurate dispersal of information.
- Inspects job locations for the purpose of ensuring compliance with pertinent child labor laws and district insurance guidelines.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Coordinates employer and school partners for the purpose of meeting work-education objectives.
- Conducts workshops and presentations for the purpose of providing information regarding occupational programs, career center services, and post high school opportunities.
- Documents students' performance and/or other activities for the purpose of providing school credits for volunteer service and/or scholarships.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: policies and objectives of assigned program and activities; training and employment opportunities in the community; interviewing and advisement techniques; applicable laws, codes, rules and regulations related to assigned activities; public speaking techniques; and research methods.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Education/Experience**

Any combination equivalent to an Associate's degree in job related area from an accredited college or university and two years of job related experience.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License/Evidence of Insurability.

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-employment Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*