

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: JOB PLACEMENT COORDINATOR

BASIC FUNCTION:

Under the immediate direction of the Student Services Administrator, the incumbent in this position shall be responsible for the planning and coordination of the employment placement for at-risk and/or special education students. Maintains confidential client and referral records. Administers job surveys and inventory questionnaires. Delivers and/or coordinates presentations, workshops, and seminars as appropriate to the position. Perform other related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate an employment referral program; interview applicants to determine interests, skills, strengths, and weaknesses; advise on career choices, refer for additional training and experience when indicated. Maintain contact with local employers to obtain information on job opportunities, to develop and enhance working relationships, and to facilitate client placement.

Maintain a database of employment possibilities and resource library, including career guidance references, college catalogs, employment literature, and related information.

Coordinate and/or provide training in writing resumes, completing applications, and interviewing.

Ensure strict confidentiality of client records.

Prepare and deliver briefings to promote placement activities to local and state agencies.

Assist in planning, developing and implementing vocational/job training programs.

Serve as liaison among schools, employers and agencies.

Meet regularly with program manager to review participating students and on-going program evaluations.

Coordinate scheduling for students needing job coaching.

Submit monthly case notes and daily activity logs on all students who have received services during that month to the program manager.

Meet regularly with Student Services Administrator and school counseling staff to review referrals submitted by staff.

Collaborate with teaching/support staff regularly to discuss and problem solve individual student needs.

Serve as a member of the Student Study Teams providing intensive services in goal setting and planning.

Under supervision of credentialed teacher, assist in providing classroom instruction each cycle on goals setting, post secondary education and employment options.

Assist in the development, monitoring and placement of the Job Shadow Program.

Coordinate and monitor Word Experience Education (WEE) program and/or workability as appropriate under administrative supervision.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, projects and assigned duties.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator.

Coordinate, schedule and attend a variety of meetings, workshops, and other events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws and ability to use codes and legal resources effectively

Vocational/job training programs.

Principles, practices and procedures of vocational education and placement programs.

Training and employment opportunities in the community.

Interviewing and advisement techniques.
Policies and objectives of assigned programs and activities.
Basic instructional methods and techniques.
Problems and concerns of students with special needs.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Basic public relations techniques.

ABILITY TO:

Manage and prioritize multiple tasks.
Apply time management, conflict resolution and team building skills.
Work independently at complex tasks.
Establish and maintain effective working relationships with others.
Work effectively and professionally with staff, students/clients, and employers.
Communicate effectively both verbally and in writing.
Prepare and maintain accurate and complete records and reports.
Develop good working relationships with private industry.
Develop and deliver presentations to small and large groups.
Maintain a computer database.

EDUCATION AND EXPERIENCE:

Previous experience in a public school system or institute of higher education. Any combination equivalent to: graduation from high school and four years increasingly responsible experience involving at-risk or special education youth.

LICENSES AND OTHER REQUIREMENTS:

Valid Standard first aid card and a cardiopulmonary resuscitation certificate to be obtained prior to acquiring permanent employment status. Maintenance of these certificates is a condition of continued employment.

A valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Dealing with dissatisfied, frustrated individuals.

PHYSICAL DEMANDS:

Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
Facility to see and read and distinguish colors, with or without vision aids, a computer screen, laws and codes, and other printed materials.
Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
Manual dexterity to operate a telephone, to enter data on a computer, and to meet the needs of students in a variety of activities.
Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk and to reach overhead.
Lifting, carrying, pulling or pushing heavy objects.
Facility to drive a car.
Ability to sit, stand, and walk on uneven terrain.

Grade Allocation: 31	Accountability of time: Director of Dept/Division
Adopted: 4/05	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division