

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
JOB TITLE: Job Developer- We Can Work, Specially Funded Program

REPORTS TO: SELPA Director
SUPERVISES: No Supervisory Responsibilities

DEFINITION:

Assess and recruit eligible students for the We Can Work program, develop jobs and network with local employers to develop work experience sites for participants, maintain a job bank for program participants in work experiences, place participants in work experiences, monitor and evaluate the program participants in the work experience, and provide monthly participant progress reports to supervisor. The We Can Work Job Developer will assist students with developing pre-employment and vocational skills. They will serve as a liaison between the Department of Rehabilitation, County Office of Education, SELPA, local districts, students, families, employers, and outside agencies regarding employment services, job opportunities and placement.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Three years experience working with individuals in a vocational or instructional environment.
3. Valid California driver's license.
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of principles, practices and procedures of work-based learning and career development.
2. Knowledge of interviewing and job retention techniques.
3. Knowledge of best practices for working with individuals with disabilities.
4. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the participants.
5. Knowledge of keeping and maintaining data sheets and participant records.
6. Ability to build and maintain relationships with community partners.
7. Ability to monitor and evaluate program participants in their work experience.
8. Ability to identify and evaluate participant interests, needs and abilities.
9. Ability to operate standard office equipment including a computer and software.
10. Ability to compile, prepare, duplicate and distribute required employment documents.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to demonstrate interpersonal skills that conveys information accurately and effectively.
13. Ability to maintain regular and reliable attendance.
14. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
15. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
16. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
17. Ability to work a flexible schedule with varied hours if needed.

ESSENTIAL FUNCTIONS:

1. Recruit eligible students for the We Can Work program. Visit school sites and confer with staff to assess and identify potential participant candidates.
2. Provide opportunities for participants to engage in activities that increase knowledge of career options

and enhance informed decision making.

3. Provide instruction to participants on how to develop applications, interview, create and update resumes, maintain a portfolio, and use labor market information.
4. Develop subsidized job placements and networks within the community, and maintain a job bank for program participants in work experiences.
5. Serve as a liaison between the Special Education Local Plan Area (SELPA), Department of Rehabilitation, local districts, County Office of Education, participants, parents, employers, counselors, and outside agencies regarding employment services, employment opportunities and placement. Respond to inquiries and provide information concerning employment activities, policies, procedures and objectives. Establish and maintain contact with employers in the promotion of services and enhancement of employment opportunities.
6. Monitor and evaluate program participants in their work experience. Conduct follow-up evaluations, confer with employers, local districts, Department of Rehabilitation and SLOCOE staff concerning participant performance and progress. Advise employers concerning their participants if accommodations or job modifications are needed.
7. Compile, prepare, and distribute payroll information and other employment documents. Ensure participant employment activities comply with established labor laws, rules and regulations.
8. Prepare and maintain records, reports and files related to participant progress and status, employers, mileage and assigned activities.
9. Travel, using a personal car with mileage reimbursement, to various school and job sites.
10. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information.
3. Seeing to read a variety of materials.
4. Walking, sitting or standing for extended periods of time.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height. Kneeling or crouching to assist students and carrying, pushing or pulling heavy objects.

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain blood borne pathogens and communicable infectious diseases.
2. Contact with dissatisfied or abusive individuals.

Grade Allocation: 18
Adopted: 7/26/2023
Revised: