

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Salary Range: 34; Row: 21

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **JOB DEVELOPMENT SPECIALIST**

JOB PURPOSE STATEMENT: To develop job sites, assist students in special education to obtain marketable job skills while completing their education, convey information regarding the Workability program and/or district functions and procedures to employers.

JOB FUNCTIONS:

- Assists in providing job development for special education high school students who are 16 years and older
- Assists special education students with specific job seeking skills
- Develops and maintains a job bank or work sites for special education high school students
- Educates and informs employers regarding programs, procedures, requirements, and benefits
- Maintains records of students and monitors performance
- Assists students in developing responsibility for necessary paperwork, including time sheets
- Collaborates with Special Education staff in job development and job placement activities
- Coaches students at local training/job sites as determined by vocational assessment and evaluation
- Travels between school sites
- Maintains strict confidentiality
- Conducts task analysis for various job site duties
- Carries out and understands oral and written directions

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JOB FUNCTIONS – continued

- Establishes and maintains effective working relationships with others
- Maintains a professional appearance and attitude when working with employers, community and staff
- Knows and understands the principles of the Americans With Disabilities Act
- Knows the rules and regulations related to basic financial and statistical record keeping and standard office equipment (to include computer skills)
- Knows correct English usage, spelling grammar, and mathematical computations
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instructions and observe accurately from a distance
- Able to conduct verbal conversation in English and Spanish
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), climb, and walk
- Able to stand and walk for sustained periods of time
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to work a wide range of weather conditions

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Vocational Education certificate preferable or college course work in child development or adolescent psychology

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JOB QUALIFICATIONS – continued

Experience:

- Minimum of five (5) years in education of youth

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment