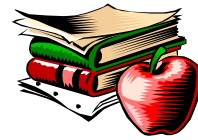




## **JOB DESCRIPTION**

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



### **Job Developer**

Revised 7/11

#### **DEFINITION**

Under the direct supervision of the Director of Special Education, works with special education students on job preparation and training skills; works with community businesses to develop subsidized training sites for students; arranges opportunities for students to gain hands-on experiences in employment settings; follows the procedures set forth by the WorkAbility Program, and performs other related duties as assigned.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Implement WorkAbility program requirements. E
- Assist students in completing necessary paperwork. E
- Negotiate on-the-job training sites for eligible students that can lead to permanent, unsubsidized employment. E
- Participate on the WorkAbility Advisory Committee. E
- Work closely with employers and assist in the resolution of job-related problems. E
- Regularly visit students' places of employment and consult with employers regarding job performance. E
- Keep accurate records on each student. E
- Develop job placements for and make necessary preparations for the Summer Work Program. E
- Collect and submit student time cards; complete year-end reports. E
- Provide supportive career counseling. E
- Operation of office machines including computer workstation. E
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

AA Degree, 48 semester units of higher education, or passage of the CODESP Test

##### **Experience**

Working with special education students desired

Working effectively with students, staff, and community personnel

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance as determined by the district

Negative TB test within the last four years

Valid California drivers license

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Job Search and interview skills.
- Local employment market, community resources, and organizations.
- Basic computer skills with applications such as MS Word, MS Excel etc.

##### **Ability to**

1. Work independently with minimal supervision, managing multiple projects and deadlines.
2. Work with students of varying ability levels.
3. Match students/clients to appropriate placement openings.
4. Understand and apply eligibility requirements related to the WorkAbility Program.

5. Communicate effectively both orally and in writing.
6. Exercise sound judgment.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment
- Driving a vehicle to conduct work.

### **Physical Demands**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Verbal, auditory, and written capabilities to effectively communicate and present in an articulate manner.
- Clarity of vision at varying distances to read a variety of materials and monitor student activities.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling, or crouching to assist students.
- Reaching overhead, above the shoulders, and horizontally.
- Lifting of objects with a strength factor of light work.
- Some locations may have stairs and may not have elevators.