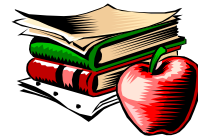




JOB DESCRIPTION

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



Job Developer

Revised 12/25

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, assists the Special Education Administrative Secretary with maintaining legal special education records and other general clerical duties needed by the Special Education department, 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
- Request special education records from other schools in and out of county/state. E
- Copy, mail, and/or fax special education records to requesting parties. E
- Maintain WorkAbility database which reports directly to the state. E
- Assist the Special Education Administrative Secretary with clerical duties. E
- Assist as needed with note-taking at IEP meetings. 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.

Salary

Pay Range: 9

195 Work Days