

BRIEF DESCRIPTION OF POSITION:

Under the Direction of the Director, Special Education, establishes and maintains activities to develop, locate, and secure job openings for Oxnard Union High School students who qualify for said services; markets programs and coordinates job resources; performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement; makes cold calls to potential employers; explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs; researches Internet, newspapers, agencies, and other resources for job leads; locates jobs for participants who have successfully completed training programs; collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualifications; refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions; keeps updated in regards to job fairs and Internet resources; researches various resume programs; participates in outreach and recruitment activities by coordinating and attending job fairs. Attends IEP meetings of student participants. Takes student participants to buy appropriate work related clothes, to interviews, to purchase their California Identification card, and work with student participants on securing transportation to and from new employment.

Program Support

Assists participants in assessing their job skills for positions; administers and scores standard career assessments; trains participants in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes; assists participants in preparing job search portfolio; provides job search/career information workshops and presentations; arranges for interviews; provides labor market and community resource information; monitors participant performance on the job and counsels participants when job performance is not satisfactory; works with participants to improve job performance and gain necessary job skills or reviews other employment options; maintains contact with employers during the participants' employment and reports results to appropriate staff; may drive participants to interviews, job fairs, and other organizations; prepares forms and reports related to placement activities; tracks participant activity and progress data; assists instructors in the collection of educational materials as requested.

Communications

Provides program information to various businesses, schools, chambers of commerce, and committees, and updates information as needed; coordinates business orientations; maintains contact with and assists in researching problems, complaints or concerns; provides networking opportunities between agencies; assists in program presentations to the Board of Education; serves as a member of various committees as requested; assists in developing flyers, brochures and other methods to advertise job placement activities; coordinates and distributes information and materials for meetings; assists in planning meeting agendas; assists in meeting set-up; keeps current with trends and maintains updated labor market information by researching Web sites, attending meetings, maintaining contacts with various trade schools, and professional/community organizations that are involved in job placement/training activities

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and techniques of job development and client placement; current practices in vocational education; local labor market trends and employment opportunities in both the private and public sectors in the Ventura County area; effective procedures in identifying and securing training sites for participants; private, local, state, and federal agencies involved in employment development and job placement programs; behaviors and needs of at-risk populations; available community resources and services; principles of marketing and public relations; basic Internet research techniques; standard office software applications; various types of filing systems; English grammar, punctuation, and spelling.

Ability to:

Effectively market and represent a program, its clients and services to employers; communicate effectively in both oral and written form; plan and make presentations to small groups including potential employers, business representatives, teachers, and program participants; assess the interests and

aptitudes of participants; operate a variety of office equipment; use a computer to prepare documents and presentations, maintain various databases, and search for information on the Internet; utilize time management techniques to organize and prioritize work; work independently and meet timelines; coordinate a variety of projects simultaneously; interpersonal skills to work cooperatively and effectively with individuals and groups; interact with students and adults from different cultural and socioeconomic backgrounds; provide training and make presentations on resume preparation, job seeking, job retention, and interview skills; read, interpret, and apply rules and procedures.

REQUIREMENTS:

EDUCATION: Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. College coursework with emphasis in oral and written communication skills is desirable.

EXPERIENCE: Any combination of training and experience which demonstrates ability to perform the duties as described; verified experience in job placement in either private or public agencies within the last four years; experience working with at-risk populations; experience in public relations and in technical writing is desirable. Some business is desirable.

LICENSE: Possession of valid California license and daily access to a reliable automobile required.

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance