

**Livermore Valley Joint Unified School District
Job Description**

TITLE: YouthBuild - Job Developer Placement Specialist

REPORTS TO: Program Manager

BASIC FUNCTION:

The Job Developer Placement Specialists will work closely with the Program Manager, adult schools, the Tri-Valley One Stop, and other community partners to support YouthBuild students. This person will strategically develop student support plans and activities for adult learners and provide them with the resources and assistance needed to access postsecondary education in a college setting, vocational training, and/or employment.

REPRESENTATIVE DUTIES:

- Develop a plan for implementing the student services with input from all stakeholders.
- Identify best practices for assisting a diverse group of students in goal setting activities to identify students in need of transition support. Create a system to carry out these best practices.
- Develop materials needed for providing transition support to students.
- Identify pathways for students who are interested in transitioning to community colleges, trade schools and/or employment opportunities.
- Collaboratively work with community college staff, the One Stop Career Center, and vocational training facilities to support adult students in achieving their goals of college, career pathways or employment.
- Build a network of support for students transitioning to other higher education institutions, vocational programs and employer partners.
- Partner with stakeholders to assess current data tracking systems and participate in planning data tracking for the future. Ensure accurate records are kept.
- Identify key social services resources to support students who need other kinds of support.
- Provide employability skills instruction.

SKILLS, KNOWLEDGE AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills.
- Familiarity with workforce development, adult education, and community colleges.
- Strong computer skills for communication, scheduling, tracking and reporting.
- Knowledge of budget preparation and monitoring.
- Ability to manage multiple competing priorities and good organizational skills.
- Ability to work as a positive team member.
- Ability to work collaboratively and independently with member district staff, consultants, and advisory committees.

Desired Qualifications for Education and Experience:

- A Designated Subjects Vocational/CTE Teaching Credential, Bachelor's degree with an emphasis in

one or more of the following areas: education, community development, education counseling, career counseling, social services/work or related fields.

- Master’s degree or a minimum of five years’ experience in the field preferred.
- Bilingual education in Spanish preferred.

PRE EMPLOYMENT:

- Fingerprint clearance
- TB clearance

WORKING CONDITIONS:

Environment – Work will take place primarily in the YouthBuild Program and work with Dublin, Livermore and Pleasanton adult programs, the Tri-Valley One Stop, Las Positas Community College, and business and industry partners. Other activities at differing offices, campuses and off-site environments will also be required. Therefore, driving a vehicle to conduct work is a necessity for this position.

Physical Abilities – Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

TERMS OF EMPLOYMENT:

- 12 month position
- Classified Managers/Confidentials Salary Placement: Level 18
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with agreements between the Supervisory Group and the Livermore Valley Joint Unified School District

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting				X	
Lifting (to 50 lbs.)		X			
Bending				X	
Twisting			X		
With both hands:					
Manipulate small objects				X	

Holding, grasping, turning			X		
Eye/hand coordination				X	
Picking, pinching, fingering			X		
Hearing with both ears:					
Near					
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more		X			
See up, down, left and right				X	
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone					X
Short-term memory recall					X
Long-term memory recall					X
Reading					X
Writing					X

Completion by Human Resources

Board Approval Date -
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: