

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: JTPA JOB DEVELOPER

BASIC FUNCTION:

Under the direction of the Director of Adult Education, perform a variety of specialized duties to support the Job Training Partnership Act functions for the District including the recruitment, testing, assessment, advisement, placement, enrollment and progress of participants.

REPRESENTATIVE DUTIES:

Plan and develop a program for the recruitment of JTPA participants; participate in activities to publicize and promote the JTPA program and functions.

Test, assess, interview and select new participants according to established guidelines.

Enroll qualified students into the JTPA program; schedule appropriate work shops and training sessions to develop candidates' job seeking skills.

Monitor individual progress of program students; evaluate student problems and take corrective measure as necessary; communicate with teachers to assist students.

Provide personal and academic advice to students as needed; motivate candidates to acquire job skills and to seek jobs.

Provide a variety of program information to District personnel and the public as necessary; communicate with representatives of a variety of agencies, including county JTPA offices, Employment Development Department and various community agencies.

Prepare a variety of records and reports involving student progress and attendance; process participant payroll and book loan records according to established procedures.

Seek and obtain job placements in the private sector; maintain job performance records for each participant; recommend disciplinary measures for failure to comply with program objectives; recommend termination of participants who fail to meet program objectives.

Maintain program records and files; operate a variety of office machines and equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Program requirements, guidelines, goals and objectives.

Record-keeping techniques.

Interviewing techniques.

Methods of advising and providing guidance to students.

State and federal laws regarding JTPA activities.

Job placement sources and requirements.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform a variety of duties to support the JTPA functions for the District.

Interview effectively and obtain relevant facts.

Relate to all types of students.

Communicate effectively both orally and in writing.

Read, apply and explain rules, regulations, policies and procedures.

Work confidentially with discretion.

Maintain records and prepare reports.

Work cooperatively and effectively with others.

Work independently with little direction.

Plan and organize work.

Assess, advise and motivate candidates.

Meet schedules and time lines.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Operate a variety of office machines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree with emphasis in the area of social services, psychology or related field and two years experience in job placement or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office environment; subject to driving to a variety of locations to conduct work.