

JOB PLACEMENT COORDINATOR

DEFINITION

Under general supervision, performs a variety of oversight functions related to the job/internship placement of students at a comprehensive high school; implements job/internship placement services to designated students; performs assigned clerical duties; and performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- oversees the operation of the job/internship placement office at a comprehensive high school
- organizes the job/internship placement services for students
- initiates and maintains contact with prospective employers and agencies
- presents career information and related subject matter to students
- guides students in their preparation to seek employment
- assists counselors and teachers with career education activities
- provide information and make presentations to civic and other interested groups
- serves as liaison between the school and appropriate governmental agencies and educational institutions
- develops and maintains needed procedures, forms, and operational records
- maintains permanent records of students and related data
- follows up employed students and those involved in advanced training programs
- assists students with computer applications and related software
- assists students with career research and selection of career options
- assists in the placement of students in other educational or training institutions
- schedules student meetings, appointments, and interviews related to program
- prepares informational bulletins and other types of publications
- supports the professional staff as needed
- oversees the work of assigned staff
- performs a variety of clerical tasks, such as keyboarding, word processing, filing and related duties

QUALIFICATIONS

Knowledge of: Modern office methods, procedures, and techniques; English usage, spelling, grammar, and punctuation; fundamentals of effective written and oral communication; student placement services and activities; principles of effective student, staff, community, and public agency relations; standard office machines and equipment, record storage, retrieval, and management systems.

Ability to: Oversee and conduct the day-to-day activities of a placement center; understand and follow oral and written directions; train and supervise part-time employees; organize information and make effective presentations; operate a micro-computer and computer terminal using related application software; perform general clerical work with speed and accuracy; establish and maintain specialized subject matter filing systems; communicate effectively in oral and written form; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of experience performing varied general office or clerical functions, including experience interfacing with K-12 educational institutions and/or private industry involving job/internship placement or other training/staff development.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in typing, record management, general office practices, and an Associate of Arts degree is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.