

## **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.