SENIOR JOB DEVELOPMENT SPECIALIST
(BOCES #2)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the program director or supervisor, the incumbent of this position facilitates enrollment and participation in an established education program designed to assist targeted students with identifying a career path and subsequent workforce integration. The incumbent conducts job readiness workshops, utilizes career assessment tools, assists in the development and implementation of specialized job training classes, coordinates registration and admission for students entering job-training programs, and develops suitable employment opportunities for youth and/or adult student populations. This position differs from Job Development Specialist in that it is responsible for preparing program participants for the work world in addition to developing employment opportunities. Supervision may be exercised over subordinate positions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts job readiness workshops, which include interest and abilities assessments as they relate to career choices; resume writing; mock interviews, interviewing skills, job retention skills and other related workshops;

Conducts educational assessments and interprets results for students, including TABE (Test of Adult Basic Education) and high school equivalency readiness assessments;

Encourages participation in educational and training opportunities relevant to each student's interests and abilities and provides additional information for continued education and/or training to lead to employment;

Facilitates the enrollment of students into continuing education classes with partner agencies and through independent self-pay;

Recruits for programs and conducts intake interviews, orientation, and monitors the registration process;

Works closely with teaching staff who provide the academic component of the program and other school district faculty, guidance counselors, and social workers;

Provides leadership in program development devising appropriate job readiness workshops and training classes to meet the needs of different student populations to better assist them in preparing for, obtaining and retaining employment;

Locates and develops employment opportunities for job ready students;

Refers suitable participants to jobs and at scheduled intervals follows-up on all placements to ascertain the satisfaction of both the employer and employee;

Meets with appropriate personnel in various programs to inform them of job opportunities and to review and discuss the suitability of job ready students for specific opportunities;

Prepares reports and student records for internal program use as well as outside agencies and ensures the maintenance of comprehensive student records;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates visits to the program sites by individuals and interested community groups;

Maintains on-going relationships and seeks to expand contacts with business executives, employment personnel, Department of Labor and other community agencies for the purpose of enhancing job development activities and responsibilities;

Provides outreach to liaison with community and government based referral and tuition funding sources (i.e. WIOA, Title I Programs, NYSED ACCES-VR, Veterans Affairs, etc.) for job training opportunities for students;

Develops resource information and contacts in the community including sharing employment information directly to students and entering and tracking employment information provided by students;

Provides counseling to students concerning attendance issues, timely tuition payment, or other obstacles to participation in continuing education and/or training;

Assists in coordination of student events including but not limited to career / job fairs and celebrations of program completion;

Assists students with their post-secondary college search including completing college applications and financial aid forms;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of occupational conditions, trends and job development; good knowledge of available community employment resources for both subsidized programs and private employers; good knowledge of the methods and techniques of interviewing and counseling for the purpose of determining job applicant skills and realistic occupational choice; good knowledge of the rules, regulations and procedures for eligibility placement of job applicants in subsidized employment programs; skill in interviewing and counseling all age groups from various socio-economic and ethnic backgrounds; skill in the instruction of resume writing; ability to make realistic assessment of a student's employment capabilities and make appropriate referrals to increase their employability; ability to administer and interpret evaluative tests; ability to conduct workshops for the improvement of employability such as resume writing, assertiveness training, skills training, self-esteem development, job seeking skills, etc.; ability to express oneself clearly both orally and in writing; ability to maintain records and files; ability to establish and maintain effective working relations with students, faculty, and external community and government agencies; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; initiative; resourcefulness; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience in personnel interviewing; employment counseling; recruitment; job development; job placement; academic advising; or coordinating and planning workshops, training or seminars regarding academic and employment opportunities; or (b) a Bachelor's Degree* in Counseling, Education; Human Resource Management, Psychology, Sociology, Human Services or a related field and one (1) year of the work experience described in (a).

SUBSTITUTION: A Master's Degree* in Counseling, Education; Human Resource Management, Psychology, Sociology, Human Services or a related field will substitute for the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.