



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Student Employment Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5007 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 53

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide academic and vocational advising to students referred to the BAS Work Ability II (WAI) program by the California Department of Rehabilitation; assist individual and groups of students with developing vocational and job searching skills; serve as a liaison between students, counselors and outside agencies regarding employment services, opportunities and placement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide academic and vocational advising to students referred to the BAS WAI program by the California Department of Rehabilitation
- Assist individual and groups of students with developing vocational and job searching skills; determine if students are work-ready and assist as appropriate; confer with students regarding employment opportunities, work ethics, forms, applications, cover letters and other vocational skill development as needed; provide career and job related advisement; develop individual employment plans
- Serve as a liaison between students, personnel, counselors and outside agencies regarding employment services and opportunities; respond to inquiries and provide information concerning workability program activities, policies, procedures and objectives; serve as liaison with the California Department of Rehabilitation
- Interview students and assess needs, interests and abilities to determine career goals and placement; assist students in establishing and pursuing goals, and completing various employment and educational packets and applications; assist students with collecting information related to job openings and sources including internet sources, and developing resumes, cover letters and interview skills
- Monitor and assess student progress and suitability for employment; prepare and maintain progress reports and submit to the California Department of Rehabilitation according to established timelines
- Provide employment-related information and guidance to clients with special needs
- Prepare and maintain a variety of records, reports and files related to students and assigned activities; maintain client activity logs and reports

- Communicate with students, parents, personnel, employers, outside agencies and members of the community to exchange information, coordinate activities and resolve issues or concerns related to student progress and assigned activities
- Operate a variety of office equipment including a telephone, fax machine, computer and assigned software
- Attend and participate in various assigned meetings; participate in school-wide functions involving BAS WAI

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of career and vocational education training programs for students and special needs clients

Training and employment opportunities in the community

Job search resources including the internet

Interviewing and advisement techniques

Policies and objectives of assigned program and activities

Interpersonal skills using tact, patience and courtesy

Applicable laws, codes, regulations, policies and procedures

Operation of a computer and assigned software

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation and vocabulary

Modern office practices, procedures and equipment

Record-keeping and report preparation techniques

Basic public relations techniques

ABILITY TO:

Provide academic and vocational advising to students and special needs clients

Assist individual and groups of students with developing vocational and job searching skills

Serve as a liaison between students, employers and outside agencies regarding employment services, opportunities and placement

Identify and evaluate student interests, needs and abilities

Provide career and job related advisement

Research and locate employment opportunities for program participants

Refer students to potential employers according to needs, interests and abilities

Monitor and report student progress

Interpret, apply and explain rules, regulations, policies and procedures

Operate standard office equipment including a computer and assigned software

Maintain records and prepare reports

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in liberal arts, social sciences or related field and three years experience working with individuals in a vocational or instructional environment including some experience with individuals with special needs

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist or kneeling