CLASS TITLE: EMPLOYMENT SPECIALIST- CONTINUING EDUCATION

BASIC FUNCTION:
Under the direction of the Director of Continuing Education, provide education and employment services to low income high-risk, high school and adult learners necessary to transition into a career, further education/training, and adulthood. Responsibilities include: recruitment and eligibility, industry certification/assessment, tutoring, professional development and event planning and facilitation, curriculum development, workforce readiness training, guidance and counseling, data analysis and record-keeping.

REPRESENTATIVE DUTIES:
Recruit, screen and enroll eligible students from Adult Education and Career Education programs; E

Provide mentoring to develop strategic and industry skills supporting success in program; E

Coordinate and interpret assessments/certifications to determine student aptitude, skills, and competencies needed for employment goals; E

Maintain programs in three areas: basic skills, work readiness, and course of study leading to industry certification to guide students toward career attainment; E

Serve as liaison between educational institutions and employment agencies; E

Assist students with enrollment in the appropriate educational services to ensure meaningful, permanent employment; E

Develop and present work readiness and educational workshops as needed: employability skills, career preparedness, college readiness, and basic educational support; E

Track and obtain education and employment verification from school site and employment agencies; E

Maintain accurate records to track goals, progress, and data collection for each student; E

Attend weekly site and monthly industry meetings, workability training, and collaborate with team members to support employment specialist position; E

Track student performance for 2 years beyond exiting program and provide data to grant administration; E

Complete monthly reports to supervisor; E and

Perform related duties as assigned. E

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KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Administering workforce development programs;
Writing and evaluating career development curriculum;
Marketing career development programs;
Industry and education partnerships, employment related agencies, and school district program
any special projects that related to education and training to employment;
Workforce Investment Act (WIA) policies, procedures, and regulations;
Interpersonal skills using tact, patience and courtesy; and
Applicable sections of the State Education Code and law.

ABILITY TO:
Provide instruction within the assigned subject areas;
Establish and maintain effective relationships with business and industry representatives to
establish internship programs and advisory councils;
Establish and maintain cooperative and effective working relationships with others;
Operate and demonstrate the use of laboratory materials and equipment;
Monitor and evaluate student progress;
Train and provide work direction to others;
Maintain records;
Compile and verify data and prepare reports;
Maintain current knowledge of program rules, regulations, requirements and restrictions;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Meet schedules and time lines;
Operate computer and navigate internet;
Public speaking;
Above average writing skills; and
Facilitate workshops and teach career development curriculum.

EDUCATION AND EXPERIENCE:
Bachelor’s degree from an accredited college or university in a related major, education,
counseling, social work and/or career technical education.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license and qualification for teacher certification directly related to
Program served.

WORKING CONDITIONS:
ENVIRONMENT:
Primarily indoor office environment with travel to county educational and business facilities
working with VCOE staff and other site personnel and public.

PHYSICAL ABILITIES:
Employees in this position must have the ability to:
Enter data into computer,
Operate standard office equipment and phone,
See and read a computer screen and printed material with or without the visual aids;
Hear and understand speech at normal level in person and on the phone;

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Speak so that others may understand at normal levels in person and on the telephone; and
Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to
25 pounds at waist height.

Should an applicant require reasonable accommodation, the Ventura County Office of Education
will consider that upon request.