

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: BILINGUAL SPECIALIST

RANGE:

BASIC FUNCTION:

Under the direction of an assigned Supervisor, Student Programs, perform a variety of duties in support of employment placement and vocational development of identified students to enhance school to career awareness and transition; assist students with developing vocational and job searching skills.

DISTINGUISHING CHARACTERISTICS:

The ROP Bilingual Specialist performs a variety of duties in support of employment placement and vocational development of identified students. The ROP Bilingual Specialist also performs clerical duties in support of Career Development and ROP and provide administrative support for testing and training activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties in support of employment placement and vocational development of identified students to enhance school to career awareness and transition; provide assistance, case management and services to designated clients referred by various programs and agencies.

Train and assist students in the development of vocational, job searching, resume and interview skills; conduct mock interviews; assist students in establishing and pursuing goals; provide career and job related advisement; develop individual employment plans; refer students to other programs and services as appropriate.

Interview and assess students in the identification of needs, interests and abilities to determine appropriate vocational goals and placement; refer students to potential employers and other opportunities according to needs, interests and abilities.

Serve as an informational resource to students regarding employment opportunities, forms, applications and vocational skill development; respond to inquiries and provide information concerning related standards, requirements, techniques, practices and procedures.

Screen qualifications of students applying for employment and vocational services; distribute, collect and process required student forms and applications; register students for programs and services as required; review student information, verify documents and determine eligibility for services.

Research employment opportunities for students; initiate, develop and maintain an employer base for student placement; establish and maintain partnerships with employers and others to facilitate and

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enhance employment opportunities.

Recruit applicants for employment and vocational services as assigned; prepare and disseminate related marketing, informational and advertising materials.

Prepare and maintain a variety of records, reports and files related to students, employers and assigned activities.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Visit job sites to monitor student progress and performance; assure students are placed with appropriate employers; confer with employers concerning student performance and progress.

Arrange transportation and appropriate work clothing for students as needed.

Attend and participate in various meetings, conferences, in-services and special events as assigned; coordinate and facilitate oral and visual presentations for classes and local agencies.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures of employment placement and vocational development programs.

Training and employment opportunities in the community.

Interviewing and advisement techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Policies and objectives of assigned programs and activities.

Principles and techniques of vocational guidance and casework.

Labor market trends and characteristics.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Public relations techniques.

ABILITY TO:

Perform a variety of duties in support of employment placement and vocational development of identified students to enhance school to career awareness and transition.

Assist students in the development of vocational, job searching, resume and interview skills.
Identify and evaluate student interests, needs and abilities.
Determine appropriate vocational goals and placement for students.
Serve as an informational resource to students regarding employment opportunities, forms, applications and vocational skill development.
Refer students to potential employers according to needs, interests and abilities.
Initiate, develop and maintain an employer base for student placement.
Operate standard office equipment including a computer and assigned software.
Prepare and maintain a variety of records and reports.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others including students, staff, prospective employers and other partnerships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience working in student services, vocational programs or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.
Evening or variable hours.

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 kneeling or crouching.