

Rialto Unified School District

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

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.