

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Employer Outreach Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School to Career	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	039 OTBS
<b>REVISED:</b>	September 16, 2003		

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**BASIC FUNCTION:**

Plan, develop, and implement work-based outreach activities with employers and district schools; coordinate work-based learning opportunities in the business community to provide an ongoing link between business, labor, industry and K-12 public education.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Plan, develop, and implement work-based outreach activities with employers and district schools. **E**

Contact business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, and other career/work related activities. **E**

Develop apprenticeship opportunities in targeted industries. **E**

Assist employers with program development; act as resource to schools interested in providing employer outreach services to students. **E**

Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available. **E**

Assist school administrators and staffs with program implementation. **E**

Identify new sources of career/work-related opportunities for program participants. **E**

Work with business/school partnerships for outreach activities. **E**

Maintain an employer/labor database to provide reports on program participants. **E**

Act as primary contact for employers with project issues or concerns. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in public or business administration, or related field, and one year of experience working in a large public agency in job development, marketing or job training programs. Other combinations in industry fields including sales, marketing, and human resources will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.  
Employer expectations in the workplace.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Employment and training programs.  
Local job market opportunities and local public school systems.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with employers, business, community, professional organizations, school district administrators and staffs, the public and others.  
Present program information to various business and community groups in a professional manner to elicit support for on-going district school-to-career goals and objectives.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting, driving to conduct business.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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