

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**EMPLOYER INVOLVEMENT REPRESENTATIVE**

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**Purpose Statement:**

The job of Employer Involvement Representative is done for the purpose/s of providing technical assistance and employer outreach resources to support work based learning and connecting activities; and serving as a liaison between schools/district and employer/labor for the development and implementation of internship programs and career related opportunities within the business community. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Assigned Administrator

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**Essential Functions**

- Assists in the planning, implementation and evaluation of work based learning programs for students and teachers for the purpose of delivering services in conformance with program objectives.
- Collaborates with the District Career Technical Educator team, Chamber of Commerce and local business and industry representatives for the purpose of developing work based activities.
- Coordinates a variety of activities (e.g. job fairs, presentations, meetings, reporting, workshops, etc.) for the purpose of ensuring availability of facilities and/or delivering services in conformance to established guidelines.
- Develops and implements strategies for the purpose of securing business partner participation to ensure compliance with funding requirements .
- Develops interagency and collaborative relationships for the purpose of supporting program placement goals.
- Develops internships and youth apprenticeship opportunities in targeted industry clusters for the purpose of delivering services in conformance with program objectives.
- Develops long and short range plans for the purpose of ensuring that resources are effectively utilized, expenditures are within budget and program objectives are achieved.
- Implements classroom transition and career related instruction and work based learning activities for the purpose of meeting program objectives.
- Maintains a variety of manual and electronic documents, files and records (e.g. employer databases, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Maintains budgets and allocates funding for classroom supplies, curriculum and transportation for Districtwide program activities for the purpose of assisting participants in the Transition Infusion Program.
- Obtains employer commitments for participation career exploration opportunities and related activities (e.g. job shadows, classroom speakers, portfolio exhibitions, labor market panels, curriculum input, career fairs, etc.) for the purpose of developing effective internship programs that promote program objectives.
- Participates in workshops and conferences for the purpose of facilitating employer/labor participation in activities.
- Prepares written materials (e.g. reports, orientation materials, flyers, brochures, presentation materials, text articles, mailers, data reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on a variety of career/transition issues for the purpose of conveying information regarding personal and professional growth.
- Processes documents and materials for the purpose of disseminating information/materials as appropriate.

- Represents the District for the purpose of providing a point of contact for employers.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.
- Supports a variety of program activities (e.g. Prevocational Class, Transition Infusion Program, etc.) for the purpose of delivering services in conformance with program objectives.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment including pertinent software applications; excellent written and verbal communications skills; and applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standard office software; business telephone etiquette; school to career programs; current federal, state and local labor laws and regulations; and marketing and public relations techniques and strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing effective relationships; communicating with diverse groups in a positive, non-threatening manner; creating a positive image of the ESD and the program within the community; adapting to changing priorities; motivating others; working non-standard hours; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Unit II 47