

# **Transition Job Coach Assistant**

**New Hanover County Schools**

## **Job Description**

**Class: Classified**

**Dept: School**

**TITLE: Transition Job Coach Assistant**

**QUALIFICATIONS:**

1. Meet No Child Left Behind highly qualified status.
2. Valid North Carolina driver's license.
3. Able to obtain a Commercial Driver's License (CDL).
4. Other qualifications as the superintendent and board may find appropriate and acceptable.

**REPORTS TO:** Principal and Teacher

**JOB GOAL:** Assist Transition Teacher with student acquisition of job skills and monitor on-the-job performance of students with disabilities.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Monitor the safety and well being of students; monitor student attitudes and encourage self-esteem.
4. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
5. Maintain and improve professional competence.
6. Conduct a task analysis of skills required for a particular job(s).
7. Train and coach students with disabilities to meet job employer's established standards.

8. Move to indirect monitoring and assistance as students develop job skills; work to resolve obstacles to student work performance.
9. Conduct regular data collection to monitor acquisition of job skills.
10. Participate in transition team meetings for the purpose of providing input on student progress toward Individual Transition Program goals.
11. Work flexible schedule depending on job site hours, which may be different from normal school hours.
12. Transport students, as required, via school system Transportation Program.
13. Serve as team player and role model for other employees in the organization; demonstrate a commitment to continuous quality improvement; support and exhibit organizational core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity.
14. Perform other duties and accepts responsibilities as assigned by the Principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 57

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to maintain confidentiality of student information.
- Ability to follow detailed written and oral instructions.
- Working knowledge of effective methods of dealing with children.
- Working knowledge of the core subjects at the assigned grade level.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employers, students and parents while complying with confidentiality requirements in local state, and federal policies and statues.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.