



**SECTION SERVICES PERSONNEL**  
**AREA ASSISTANTS**  
**TITLE SPECIAL EDUCATION ASSISTANT / JOB COACH**

**QUALIFICATIONS:**

1. Minimum of 60 College Credits
2. High degrees of responsibility, flexibility and patience
3. Effective organizational and interpersonal skills
4. Clear, concise, effective communicator
5. Prior experience working with students with Autism Spectrum Disorders, Cognitive Impairments and/or Multiple Disabilities preferred
6. Experience working with teachers and parents
7. Such additional or alternative qualifications as the Board of Education may deem appropriate

**REPORTING RESPONSIBILITY**

The Special Education Assistant Job Coach is directly responsible to the classroom teacher, the building principal, and indirectly, to a Supervisor of Special Services.

**JOB GOAL**

To support students with disabilities (ages 16-21) in developing work-readiness skills while participating in unpaid internships at community-based businesses located throughout Somerset County.

**TERMS OF EMPLOYMENT**

Part-time employment not to exceed 29 hours per week. Salary pursuant to applicable bargaining unit.

**EVALUATION**

The Special Education Assistant/Job Coach shall be evaluated in writing by the building principal or designee at least once each year. The Special Education Assistant/Job Coach may also be observed by a Supervisor of Special Services, who will provide input to the building principal or designee. The evaluation shall be based in part on the performance of responsibilities identified in this position description. See Policy 4220.



**PERFORMANCE RESPONSIBILITIES:**

1. Implement strategies under the guidance and direction of a Structured Learning Environment Teacher/designee.
2. Assist other school personnel and employers in maintaining a learning environment that is safe, respectful and effective for students to learn and progress.
3. Assist in designing and monitoring community based employment opportunities which support each student's transition plan.
4. Work collaboratively with faculty and administrators, employers, Department Heads, Administrative Committees and School Improvement Teams to ensure a collaborative approach that promotes student success.
5. Monitor student's progress while in vocational environment--consult with teachers and other support staff on an as-needed basis.
6. Review and have knowledge of each student's transition plan.
7. Work collaboratively and supportively with parents.
8. Plan and confer with the classroom teacher of students concerning any problems or impediments to success.
9. Coordinate career goals with career exploration, classroom counseling and coaching activities.
10. Participate in staff meetings relative to student academic and vocational transitioning training.
11. Enforce all board policies, administrative directions and state laws/regulations.

**Other Duties**

1. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.
2. Adheres to all district policies and regulations, including but not limited to:
  1. Support Staff Member/School District Reporting Responsibilities – 4159
  2. Physical Examination - 4160
  3. Substance Abuse – 4218
  4. Sexual Harassment – 4352
  5. Electronic Communications Between Teaching Staff Members and Students - 4283

Adopted 07/25/17