

BOURNE PUBLIC SCHOOLS

Job Coach/FAST

Category 2

Job Description

Reports to: Principal
Student Service Director
Director of Special Education and Student Services
Assigned Teacher

Job Goal: To coach and train students with disabilities in necessary work and life skills

Responsibilities:

1. Assist in preparing students for joining the workforce after graduation/turning 22
2. Plan and implement work simulation activities and tasks as appropriate
3. Assist in identifying and securing jobs for students in the community
4. Assist with developing college/work schedules for students in collaboration with the school schedule
5. Instruct, supervise, and evaluate the performance of students at job sites in the school and community
6. Communicate regularly with college personnel and job placement supervisor/manager on the students performance and progress
7. Assist with the transportation of the student to and from the job site/college, as needed, including providing travel training to the student
8. Establish a positive cooperative working relationship with college personnel, work site employers, employees, and supervisors
9. Participate in helping students plan transitions based on the students daily schedule
10. Provide assistance with record keeping, data collection, attendance, collection of money, etc.
11. Assist, as assigned, in implementing the student(s) daily schedule
12. Implement individualized behavior/social emotional plans based on data collection
13. Follow prescribed criteria for providing and /or fading student support
14. Respond to the needs of the students, especially at times when the teacher is otherwise not available
15. Participate in designated in-service programs
16. Provide supervision of assigned student(s) on the job site, in the community, and other settings outside of the school
17. Help maintain a safe classroom environment
18. Support the social emotional needs of students through positive relationship building
19. Assist students in dressing for work as needed
20. Monitor and-promote physical and social emotional safety throughout the day
21. Support students accessing technology
22. Provide generalization of instructional practices developed by related service providers (speech, OT, PT, Psychologists, etc.)
23. Ensure that all accommodations outlined in the DCAP (District Curriculum Accommodation Plan are implemented based on student need

24. Perform other duties as assigned by the Principal and/or assigned teacher

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
4. Be able to occasionally lift and/or move students/objects
5. Must be able to work in a noisy, stressful, high pressure environment and maintain student safety
6. Ability to respond to emergency situations
7. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids
8. May be required to assist with student personal hygiene and toileting
9. Ability to complete district approved de-escalation and safety training
10. Ensure confidentiality regarding all personal information and educational records concerning students and their families
11. Maintain professional boundaries with students and families
12. Ability to navigate public transportation
13. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements

Qualifications:

Associates degree or higher preferred

Experience with students in both special education and/or regular education preferred

College level courses in education preferred

Evaluation:

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

Terms of Employment: Varied based on student and district need; full time and part time opportunities available – school calendar year

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.

ADOPTION DATE: 06/05/2019