

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

JOB COACH

QUALIFICATIONS:

- (1) Associates Degree or High School diploma and passing the Para Professional Test.
- (2) Experience in working with students with special needs in a work environment or community based instruction
- (3) Valid Florida Driver's License.
- (4) Able to be flexible: work extended hours beyond the regular school day.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to provide assistance in locating jobs and training students with disabilities in the work environment. Knowledge of procedures for on the job training to enable students with moderate and severe disabilities to acquire skills necessary for successful supported and independent competitive employment.

REPORTS TO:

Principal/Administrative Designee

JOB GOAL

To provide assistance in locating jobs and training students with disabilities to be successful in the work environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Conduct introductory meetings, interviews or home visits for students being considered for employment to establish what prerequisites are in place for work assignment.
- (2) Work in collaboration with the staff such as: Exceptional Student Education Teacher, Employment Specialist and/or Transition Coordinator to fulfill employment goals for students with disabilities.
- (3) Attend Individual Education Plan or Transition meetings as requested.
- (4) Assist in securing and providing transportation of students to job site.
- (5) Conduct student assessments for job performance, to include task analysis.
- (6) Assist with job development through employer contacts.
- (7) Train/shadow the student(s) at the job site. (Flexible hours beyond traditional school day)
- (8) Document, Monitor and/or evaluate student progress on the job.
- (9) Communicate effectively with teachers, employers, parents and other transition stakeholders to facilitate long term success on the job.
- (10) Participate in planning and establishing a vocational training program that matches jobs procured in the community.
- (11) Participate in career prep options that monitor student completion of a Special Diploma or job placement.
- (12) Perform other duties as assigned to promote positive student achievement/employment success.

Job Coach (continued)

PHYSICAL REQUIREMENTS:

Moderate to Heavy Duty Work: Exerting 50 – 100 pounds of force occasionally and/or up to 100 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 10

Salary Lane: Support LDZ