TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Job Coach – Workability Program **CLASSIFICATION: Classified**
DEPARTMENT: Special Education – Site Based

BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, provides job coaching, training, and assistance in job related tasks for special education students in integrated work settings in the Workability Programs; provides various support services to students both at school sites and on community job sites; coordinates with employers and community agencies in achieving program objectives; performs related work as required. Continuation of this classification is dependent upon the continuation of grant funding.

ESSENTIAL JOB FUNCTIONS

- Contacts participating employers to obtain an inventory of required job skills.
- Coordinates employment arrangements between participating employers and program students.
- Implements on the job training directions of Workability Coordinator and classroom teacher(s).
- Assists students in learning to perform job tasks by working with the student to perform those tasks.
- Conducts on-the-job training of required duties and other work related skills for program participants.
- Informs Workability Coordinator of the possible need for workplace accommodations, safety issues or other worksite problems.
- Provides on-going support to students to assure job retention.
- Maintains records of students' job attendance and hours worked.
- Collects data from employers regarding student performance.
- May provide transportation to job sites for program participants if necessary.
- Carries out related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists Workability Coordinator in assessing the needs of individual students regarding prevocational/vocational job skill readiness.
- May assist Workability Coordinator to prepare reports and other documents.

EMPLOYMENT STANDARDS

Requires knowledge of:

- Job coaching techniques
- Record-keeping techniques
- Oral and written communication skills
- Operation of an office computer and other standard office equipment
- Public relations

Requires the ability to:

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Work efficiently, positively, patiently and unemotionally, displaying mature self-control with handicapped students with a variety of disabilities.
- Learn and interpret laws and regulations related to student employment.
- Communicate effectively with disabled students, employers, teachers and parents.
- Prepare, compile and maintain accurate records.
- Maintain strict confidentiality regarding information about program participants.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education:
Equivalent to completion of high school. Desirable would be supplementary post-secondary course work that provides knowledge and techniques for working with special needs adolescents.

Experience:
A minimum of three years of experience in dealing with special education or other special needs student or adult populations.

License:
Must possess and maintain during the course of employment, a valid California class C driver's license and a driving record that would allow coverage by the District's secondary insurance carrier.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material and a computer screen.
- See distant objects with clarity.
- Judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, and to hear sounds clearly up to 20feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and while addressing groups.
- Ability to exert up to fifty pounds of force to lift, carry, push, pull, or otherwise move objects, including assisting students in and out of wheelchairs and on and off toilets.
- This type of work requires frequent standing, walking, bending and sitting for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, move about work area, and move around the work site and move between remote job sites unassisted.