

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### ADULTS WITH DISABILITIES LIFE SKILLS COACH Grant Funded Position

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent; AA preferred
- (2) Experience assisting with life skills and/or daily living skills
- (3) Be aware of Agency for Persons with Disabilities (APD) Medicaid waiver and Adults with Disabilities (AWD) grant requirements
- (4) Obtain APD General FDLE/FBI Clearance ("Eligible" status) through the Department of Children and Families/Agency for Persons with Disabilities Background Screening Clearinghouse
- (5) Valid Driver's License

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to implement life skills portions of an adult Individual Education Plan. Positive interpersonal skills. Knowledge of first aid and CPR. Supplement available for CDL License.

#### REPORTS TO:

AWD Program Manager

#### JOB GOAL

To assist AWD Program Manager and program staff in establishing and providing life skills to meet educational and vocational training needs for clients.

#### SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Set daily work schedule for students' life skills Adult IEP (AIEP) goals. Assist personnel in planning and providing life skills activities to adult with disability clients.
- \* (2) Write daily, monthly and quarterly summaries in accordance to the requirements of Medicaid and the Adults with Disabilities Grant.
- \* (3) Supervise student activities directly to ensure the well-being and safety of the Clients
- \* (4) Observe all federal, state, city and local laws and regulations.
- \* (5) Ensure clients follow all safety procedures and practices.

**Life Skills Coach (continued)**

- \* (6) Maintain daily progress notes and data on assigned client case load. Maintain records as required by APD and AWD Grant.
- \* (7) Assist in the development of life skills portions of the AIEP
- \* (8) Supervise and assist clients in life skills activities including clean up.
- \* (9) Perform pre-operation bus inspection before boarding clients. Operate the school bus and van(s) for student field trips. Perform cleaning of vehicles.
- \* (10) Keep work areas safe, neat and organized. Take responsibility for the upkeep of equipment and materials.
- \* (11) Establish a warm, friendly and professional relationship with clients.
- \* (12) Attend mandatory and in-service training programs.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light to Heavy Work: Exerting between 20 and 100 pounds of force occasionally and up to 50 pounds occasionally 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 personnel.

**JOB DESCRIPTION SUPPLEMENT CODE 4**

**SALARY LANE:** Support PGZ

7/27/2023



