

Lauderdale County Schools
Florence, AL

Job Description

Position: Job Coach -Pre-Employment Transition Specialist

Department: Instructional Operations

Reports To: Career Tech Director and/or Director of Special Education

FLSA Status: Non-Exempt

Contract Days: 182 days, 8 hours per day

Salary: Based on the System Salary Schedule and contract with Alabama Dept of Rehabilitation Services

Qualifications:

1. Minimum: High school diploma or equivalent
2. Valid Alabama (Class B or above) Commercial Driver's License (CDL) with a passenger and school bus endorsement.

Purpose of Job

Provide pre-employment training for students with disabilities who are:

- a. Between ages of 16 and 21 years of age (or 9th Grade if transition is addressed in the IEP)
- b. Eligible for, and receiving special education or related services under Part B of the Individuals with Disabilities Education Act; or is
- c. An individual with a disability, for purposes of Section 504
- d. Eligible for, or potentially eligible for Vocational Rehabilitation Services

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Through the Cooperative Arrangement, the jointly funded Pre-Employment Transition Specialist will provide pre-employment transition services which are not typically or customarily provided by the LEA.
- Performs such other tasks and assumes such other responsibilities as the Career Tech Director and/or Director of Special Education may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.