



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Job Coach

(1/6/2020)

Qualifications:

1. Demonstrates an understanding of, aptitude for, and willingness to perform the responsibilities required of this position;
2. Completion of a minimum of 60 college credits;
3. A Substitute Teacher Certificate is required;
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Director of Special Education Services

Supervises: Assigned student/ students with special needs

Job Goal: Assist assigned student/ students with the development of work-place readiness skills at a job site

Performance Responsibilities:

1. The performance responsibilities for this position are related to the needs of the assigned student/ students who require job coach support and/or supervision at Structured Learning Experience (SLE) sites
2. Act as an advocate on behalf of students to employers, supervisors, co-workers, and other interested parties;
3. Take the student/ students on interview and assisting with the interviewing process, if needed;
4. Ensure that student/students have all work-related paperwork completed before beginning a work place assignment;
5. Provide introductory meetings between students and supervisors as well as tours of work
6. sites;
7. Ensure that student/ students understand their role & responsibilities at a particular job site
8. Providing the student with on-the-job training, if needed;
9. Provide modeling or re-training when needed;
10. Monitor the progress of student/ students in their work environments & supply to SLE coordinator
11. Timely submission of student-related records and data collection materials;
12. Gradually fade support when student has demonstrated the level of mastery required to perform a task with greater independence

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Paraprofessionals
Pay Grade/Compensation Structure:	G18
Evaluation:	In accordance with Board policy
Job Code:	2406

Signature

Date