



District Job Coach

Purpose Statement

The role of the District Job Coach is to assist students in acquiring work maturity skills necessary for obtaining and maintaining employment independently within the community. The Job Coach provides ongoing support to students at various employment sites, focusing on individual or small group work-related goals to maximize student independence.

Supervisory Relationship

Reports to: Building Administrator

Essential Functions

- **Modeling Work Skills:** Consistently model appropriate work maturity skills and hold students to the same expectations.
- **Performance Monitoring:** Monitor student work performance, providing support, feedback, and prompts as needed.
- **Documentation:** Provide proper documentation on student work performance.
- **Safety Assurance:** Ensure safety is always maintained in the work environment.
- **Policy Adherence:** Know and adhere to established BPS policies and the procedures of selected businesses. This includes attending agency and program orientation sessions, completing observations at the student’s place of employment and demonstrating competency in completing required forms, timecards, and reports.
- **Professional Relationships:** Maintain and model positive, professional working relationships with students and agency staff.
- **Support Services:** Provide service to students regardless of location, creating a welcoming, understanding, and supportive atmosphere.
- **Personal Care Assistance:** Willing and able to assist students with incontinence and personal care needs in a respectful and professional manner when necessary.
- **Meeting and Training Attendance:** Attend required meetings and in-service training sessions.
- **Training Documentation:** Maintain records of training and the number of hours attended.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to model work maturity skills effectively.
- Strong documentation and record-keeping abilities.
- Competency in completing required forms and reports.

Knowledge

- Understanding of BPS policies and procedures.
- Familiarity with safety practices in the workplace.
- Awareness of the needs of persons with disabilities.

Abilities

- Communicate effectively with students and supervisors.
- Maintain positive, professional relationships with students and staff.

- Work well in noisy environments and demonstrate patience and a positive attitude.
- Cope with emergency situations calmly and efficiently.
- Be a team player and work cooperatively with supervisors.
- Assist students with personal care needs respectfully.

Responsibility

Work independently under established guidelines to support student employment. Utilize resources from other work units as required. Impact the organization's services through effective student support and coaching.

Work Environment

Physical activities include using hands and fingers, reaching with hands and arms, speaking, and hearing clearly. Ability to walk, climb stairs, kneel, stoop, and lift/move items up to 50 lbs. Vision requirements include close vision, color vision, distance vision, and the ability to adjust focus. The job may require extended periods of sitting or standing. The noise level in the work environment can vary from low to high.

Experience

Job-related experience is required.

Education

High school diploma or equivalent.

Certificates and Licenses

Possess and maintain a valid driver's license.

Clearances

Criminal Justice Fingerprint/Background clearance.

FLSA Status

Non-Exempt

Salary Grade

SI