

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

EMPLOYMENT SPECIALIST (A/K/A JOB COACH)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Computer proficiency.
- (3) Experience in working with secondary students with developmental disabilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students with disabilities and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of community. Ability to work cooperatively with colleagues. Willingness to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Director of Career, Adult, and Community Education.

JOB GOAL

To assist students in obtaining post-secondary employment and/or training by providing transitional resource information, direction, and job readiness & retention skills.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist teachers in the classroom with instruction in employability skills.
- * (2) Research and disseminate local job market and training opportunity information.
- * (3) Develop jobs for students through employer contacts.
- * (4) Arrange job placement opportunities for students in the community.
- * (5) Provide students with on-the-job coaching related to job retention and transitional skills.
- * (6) Plan and organize appropriate instruction using guidelines established by the supervisor.
- * (7) Monitor and evaluate student progress and performance at the job site.
- * (8) Communicate and work with employers, fellow employees, parents, teachers and agency personnel to facilitate long-term employment and/or training opportunities for students.
- (9) Follow school rules, administrative regulations, and Board policy.
- (10) Participate in training programs and in-service.
- (11) Operate instructional equipment effectively.
- (12) Establish and maintain records and files pertinent to assigned program.
- (13) Assist in maintaining positive relationships between the school, parents, and employers.

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- (14) Contact parents at the direction of teacher or administration.
- (15) Attend staff meetings as necessary.
- (16) Conduct student assessments.
- (17) Maintain confidentiality regarding student information.
- (18) Assist students with personal hygiene and / or grooming if required.
- (19) Use effective, positive interpersonal skills.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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 10

*** Essential Performance Responsibilities**