



**The Woodstock Academy Job Posting**  
**March 11, 2025**  
**Vocational Job Coach**  
**Full-time**

Working with students to develop their independent skills within the mainstream community, classrooms, non-instructional times, and other duties, as assigned.

The successful candidate will:

- Promote 21<sup>st</sup> century educational excellence through the vigorous support of the mission and goals of The Woodstock Academy;
- Serve as a positive and engaging Vocational Coach by supporting students at various work sites and in the classroom to prepare for active engagement in all facets of the vocational program; and
- Facilitate individual, departmental, and school excellence through the support of high-quality personnel, reinforcement of best instructional practices, encouragement of a culture of collaboration, and a focus on student learning.

Minimum qualifications:

- Associate degree or successful results of para-professional test is required. Preferred at least 1 year's experience in a similar role, providing job coaching, transition and community-based instruction;
- CPI trained or willingness to be trained;
- Basic First Aid certified or willingness to be certified;
- Enthusiastic team player and commitment to professional development;
- Fluent in use of digital collaborative tools such as Excel, Word, OneDrive and shared calendars;
- Certification to drive school vehicle willingness to be certified (valid driver's license and safe driving record);
- Provides transition services to high school age students including independent living skills; and
- Maintains a high level of role modeling behavior for students including task initiation, time management, professionalism, reliability, honesty, punctuality and attention to detail.

Knowledge of:

- Effective Transitional Vocational programming; (providing coaching to high school students & 18-22 age students to engage in formal or informal connections with educational, employment, training, social services experiences and health services agencies and services. Along with coaching students to develop functional independent living skills).

Ability to:

- Display effective written and oral communication skills;
- work effectively with students ages 18 - 22 with disabilities;
- Engage with program participants to determine goals and existing skills;
- Collaborate with program stakeholders to create new and engaging opportunities/skill training;
- Communicate effectively with program stakeholders;
- Coordinates and provides transportation to community and vocational sites.
- Monitors and assists students, as needed, in daily routines including assisting them in following their daily schedule;
- Provides 1:1 and group instruction in classroom and community vocational settings;

- Provides support on-site at employment or work-based learning experience sites and at post-secondary institutions;
- Effectively shares information about the individual's skill acquisition, as well as issues related to job sites and other pertinent issues with the Vocational Team;
- Participates in planning meetings regarding communication, academic, vocational and behavior needs of students and contributes to developing goals and strategies in these areas;
- Initiates and follows through with behavioral interventions appropriately as expected by the Special Education Teacher, or BCBA;
- Demonstrates professional work ethics and excellent interpersonal skills to promote a positive image of STRIVE and all community vocational-based experiences;
- Accompany, assists and monitors students, as needed, in all other areas of vocational and school programs inside and outside of the classroom;
- Assists with students requiring assistance while eating, toileting or in behavior management; and
- Assists with required paperwork including transportation notices, student data and classroom correspondence.

Submit employment application, letter of interest, resume, and three letters of recommendation, transcripts, and/or verification of para-educator test results to:

Mrs. Lori G. Carminati  
Director of Human Resources  
The Woodstock Academy  
57 Academy Road  
Woodstock, CT 06281  
[lcarminati@woodstockacademy.org](mailto:lcarminati@woodstockacademy.org)

Closing Date: Until Filled

Please visit our website, [www.woodstockacademy.org/about/employment](http://www.woodstockacademy.org/about/employment), to print a copy of our employment application.

**EOE**