JOB DESCRIPTION

Job Title: Job Coach

Job Family: Instructional/Student Services

Range: 20

Job Purpose Statement/s: Under the general direction of a classroom teacher, the Job Coach coaches and assists high school/adult special education students to obtain marketable job skills while completing their education. The Job Coach works with students on job sites throughout the Community implementing IEP goals; assists students with special health care needs; and does related work as assigned.

Responsible to: Special Education – Program Specialist and Teacher

Essential Job Functions:

Maintain transition files on all students. This includes tracking and documenting personal/parental contact information, personal documentation, testing results, IEP's and ITP's, and past work history, agency contacts.

Procure/assist in procurement of personal documentation (i.e. CA ID card, birth certificate, Social Security Card, mass transit card, selective services registration).

Collaborate with Special Education staff in job development and job placement activities.

Coach students at local training/job sites as determined by vocational assessment and evaluation.

Assist in providing other support services such as training in academic and daily living skills necessary for independent or semi-independent living, making successful transition from school environment to work place and maintaining gainful employment.

Complete documentation of student participation as required by funding sources.

Observe and record behavior patterns and develops appropriate techniques to reinforce acceptable behavior.

Maintain discipline in the absence of the teacher.

Participate in District in-service programs.

Provides specialized health care services such as wheelchair positioning, lifting, chest percussion, emergency injections, medications requiring specialized procedures, catheterization, tube feeding, feeding, ostomy care, tracheotomy suctioning, and other procedures, as prescribed by a physician.

- **Administer** first aid in conjunction with established District policies and procedures.
- **Advise** students on the use of community services.
- **Supervise** students at lunch.
- **Other** duties as assigned.

Knowledge of:

- Disabled and at-risk student capabilities and behaviors.
- Career and vocational education.
- Principles of the Americans with Disabilities Act.
- Computer and standard office equipment operations.
- Rules and regulations related to basic budgeting, financial and statistical record keeping.

•Laws, rules, regulations, requirements and restrictions related to job development and placement activities and employability skills.
•Assessment and interviewing techniques.
•Interpersonal skills using tact, patience and courtesy.
•Oral and written communication skills.
•Techniques used in controlling and motivating students.

Ability to:
•Assist disabled students in transitioning from school to career through career development and supporting students in fields of interest.
•Learn the content/purpose of District career and vocational training programs.
•Learn the nature of the local employment market, preview jobs; assess job content and skill requirements.
•Maintain strict confidentiality and establish and maintain effective working relationships with others.
•Conduct task analysis for various job site duties.
•Maintain cooperative working relationships with students, staff, parents and the general public.
•Maintain strict confidentiality of student information and school business.

Education and Experience:
Any combination equivalent to: Graduation from high school, experience with special education clients and vocational programs desirable; and/or college level training in the areas of education, human relations, counseling, business or public administration.

Licenses:
•Valid California Motor Vehicle Operator
•CPR and First Aid Certifications

Working Conditions:
•Exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
•Walking throughout the day.
•PART-R training will be mandatory.