

Job Coach - District

Purpose Statement

The job of Job Coach - District is done for the purpose/s of providing support to the district's instructional/vocational program with specific responsibilities for assisting in the supervision, care and instruction of students in various program environments (ie classroom, community, workplace, etc), assisting in implementing plans for instruction, developing pre-employment skills, and monitoring student safety, behavior and job performance.

This job reports to Director of Special Education

Essential Functions

- Assists teachers and related staff for the purpose of supporting lesson plans and/or developing students' vocational skills.
- Assists students with alternative communication systems and/or adaptive equipment or technology for the purpose of increasing students access to the work environment and community.
- Collaborates with supervising teacher(s), district staff, or job providers as assigned for the purpose of communicating information, resolving issues, and providing services in compliance with established guidelines.
- Coordinates vocational tasks at job training sites, provides job coaching, and follow-up support for the purpose of meeting students transition needs.
- Monitors student performance according to program guidelines for the purpose of identifying areas requiring additional training on techniques and methods for maintaining solid work habits.
- Supports instruction to students under the supervision of assigned teacher or special education director in a variety of individual and group activities (e.g. math or reading groups, service learning, behavioral skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing student plans, and ensuring successful student outcomes.
- Transports students for the purpose of assisting them in preparing for testing, interviews, and access to the work environment and the community.
- Tutors students in vocational skills and models skills (e.g. work requirements, interviewing skills, occupational, interpersonal, consumer, mobility, domestic, safety, etc.) for the purpose of enhancing student readiness for employment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe practices in work sites and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping techniques; modern office practices and procedures; and pertinent federal/state labor laws and/or program requirements.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Required Testing

Highly qualified with 48+ transcript credits or completion of ParaPro assessment

Continuing Educ. / Training

None Specified

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

1/10/2017

Revised Date

Salary Grade