

JOB TITLE: JOB COACH

BASIC FUNCTION

Under the direction of a supervisor/administrator, provides on the job worksite support and training to special education students in the workability program; provides supervision and monitoring of students placed in on the job worksite training experiences; provides classroom support to the students and teachers; performs a variety of duties related to enrollment and record keeping; and performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

- Provides coaching in job skills for students who are not initially employable
- Provides job skill training, travel training, and related work and personal adjustment activities
- Identifies strengths and weaknesses of performance and suggests techniques for improvement
- Follow-up with employers to discuss issues, complaints and progress of students
- Prepares and maintains a variety of records
- Serves as liaison between students and employers
- Arranges for transportation for students to various program facilities
- Provides information to parents
- Participates in staff development and in-service training programs as assigned
- Maintains discipline at the worksite and in the community
- Understands and implements portions of the Individualized Transition Plan (ITP)
- Assists students at the worksite, as needed, in learning self-care techniques
- Assists in responsibility for procedures related to physical and medical needs of students
- Implements employment related accommodation plan at the worksite as directed by the teacher
- Observes and records behavior patterns and collaborates with the certificated teacher to develop appropriate techniques to reinforce acceptable behavior at the worksite
- Communicates students' needs to the teacher or worksite supervisor/ administrator
- Lift and move students as appropriate and necessary
- Provide written and/or verbal information to assist in the development of IEPs and ITPs
- Maintain confidentiality of pupil and school information
- Perform other related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Provide feedback to teachers and staff regarding student performance
- Perform routine clerical work and basic arithmetic calculations
- Compile and maintain records
- Operate standard office and classroom equipment and learn new ones as needed
- Implement behavior management techniques used with students with disabilities
- Collaborate with other staff in the development and implementation of transition plans

Knowledge of:

- General needs and behaviors of students with disabilities, including the principles, practices, and procedures applicable to working with these students
- Employment and training needs of students with disabilities
- Employment coaching techniques
- Positive behavior modification techniques
- First aid and cardio-pulmonary resuscitation (CPR)
- Correct English usage, grammar, spelling, punctuation and vocabulary

- Techniques and strategies in a variety of vocational rehabilitation activities
- Oral and written communication skills
- Interpersonal skills with tact, patience, and courtesy
- Operation of standard office and classroom equipment, including computers
- Basic record-keeping techniques

Ability to:

- Learn terminology and techniques unique to vocational rehabilitation
- Assume responsibility for supervising students in the work place and in the community
- Identify student's ability to function within the learning environment
- Understand and work effectively with students at the worksite
- Deal with student misbehavior appropriately
- Apply and implement techniques per Crisis Prevention Intervention (CPI) guidelines
- Make sound judgments
- Be dependable and punctual
- Quickly adapt to changing situations
- Perform tasks within a structured time frame
- Maintain sensitivity to ethnic, religious, and cultural differences
- Work effectively with students with disabilities, earning their confidence and trust
- Demonstrate an understanding, patient and receptive attitude
- Establish and maintain cooperative, effective working relationships
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Maintain confidentiality of pupil and school information

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Minimum of one (1) year paid experience working with students that have disabilities, in an educational setting, and includes experience developing community resources and business relations.

Education:

Equivalent to the completion of High School, with additional training and coursework in special education or a closely related field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of current First Aid and CPR Certificates issued by the American Red Cross or American Heart Association
- Possession of a valid California Motor Vehicle Operator's License