

JOB COACH

DESCRIPTION:

Under the direction of the Director of Special Education or management designee, provides job coaching and assistance to eligible students receiving services through Special Education and under Section 504 through the Transition Partnership Program (TPP) in collaboration the Department of Rehabilitation (DOR); provide various support services to the students; coordinates with employers and community agencies in achieving program objectives; coordinates available resources in the implementation of the Individual Transition Plan (ITP).

REPRESENTATIVE DUTIES:

- Provide guidance and instructions to TPP students working toward the development of vocational and social goals as outlined by the Individualized Education Program (IEP) and the Transition Partnership Program (TPP).
- Assist in training students for preparation of work tasks; conduct employment readiness and on-the-job training of required duties and other work related skills for program participants.
- Assist students in performing tasks; provide coaching in performing work assignments; provide on-going support and over site to student to assure job retention.
- Ensure timely completion of student's work assignments according to employer specifications and quality standards.
- Prepare written student evaluation reports to include appropriate follow-up coordination with other supervisors and staff.
- Render assistance to the needs and well-being of students at all times while they are on job assignments.
- Arrange transportation as needed, which may include providing transportation or training on public transportation system.
- Prepare documentation and inform school staff of program changes and other pertinent information.
- Attends meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Policies and objectives of TPP, ITP and IEP's.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Laws, rules, regulations and guidelines related to Special Education and Section 504.

Department of Rehabilitation Americans with Disabilities Act of 1990

ABILITY TO:

Provide support to students with disabilities involved in TPP.

Maintain control of small group of students.

Establish and maintain cooperative and effective working relationships.

Communicate effectively both orally and in writing.

Plan and organize work.

Work independently with little direction.

Maintain records and prepare reports.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Transport students in private vehicle or district van.

EDUCATION AND EXPERIENCE:

High School graduate or equivalent and at least one year experience working with job training programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

OTHER REQUIREMENTS:

May be required the ability to work evening and/or weekend hours to correspond with students' work schedules.

WORKING CONDITIONS:**Environment:**

Driving a vehicle to work sites to conduct work.

Indoor, outdoor or office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone;

Seeing to perform assigned duties; sitting or standing for extended periods of time;

Dexterity of hands and fingers to operate a computer keyboard and other office equipment;

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies;

Lifting light objects.

7/1/15

SMJUHSD

Range: 13