

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

JOB COACH FOR ESE STUDENTS

QUALIFICATIONS:

- (1) High School Diploma
- (2) Current Commercial Driver's License or willingness to obtain CDL
- (3) Completion of job coach training or willingness to obtain the training.
- (4) Must be able to work flexible hours depending on students' work schedules.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with students enrolled in exceptional education programs. Ability to communicate effectively with students, school personnel, and employers. Knowledge of applicable policies and procedures.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To guide and direct ESE work experience students through employability skills training and on-the-job experience using approved methods, materials, and practices within the general education goals of the Gadsden County School Board.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

JOB COACH FOR ESE STUDENTS (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Develop job training plans for each student.
- * (2) Develop, maintain and utilize a community resource file.
- * (3) Review program goals and objectives with Job Placement Specialist.

Program Management

- * (4) Maintain individual files on each student, including entry and program evaluations, classroom, on-the-job attendance, disciplinary records, and job performance evaluations that are done by employers.
- * (5) Maintain records and reports in auditable form under the supervision of the classroom teacher.
- * (6) Manage time effectively.
- * (7) Assist in maintaining security of records.
- * (8) Provide, following appropriate training, student supervision as assigned.

Assessment Assistance

- * (9) Assist in evaluating each student upon entry.
- * (10) Monitor progress using instruments provided.
- * (11) Assist in evaluating program effectiveness and suggest means of improvement.

Service Delivery

- * (12) Facilitate the delivery of prescribed work experience curriculum to students identified for the program.
- * (13) Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
- * (14) Place students at work sites appropriate for their training plan and the employer's need.
- * (15) Provide extended on-site job coaching for students if needed.
- * (16) Prepare and maintain requested / required reports and records.

Collaboration

- * (17) Visit work sites weekly for contact with students and supervisor / employer.
- * (18) Work closely with teachers and other professionals.
- * (19) Communicate effectively orally and in writing.

Training and Development

- * (20) Participate in training sessions and inservice.
- * (21) Assist others in understanding the program.
- * (22) Determine career goals, conduct a personal assessment, and develop a systematic plan including goals and time tables.

Responsibilities and Ethics

- * (23) Maintain confidentiality of student information.
- * (24) Use effective, positive interpersonal skills.
- * (25) Demonstrate integrity through ethical behavior.
- * (26) Carry out job responsibilities in a timely and consistent manner.
- * (27) Recognize and remain sensitive to the individual needs and differences of students.
- (28) Perform other duties as assigned.

Student Growth / Achievement

- * (29) Ensure that actions contribute to continuous growth and achievement appropriate for student program classification.
- * (30) Collect and maintain individual diagnostic information, attendance, discipline records, and employers' job performance evaluation.

*Essential Performance Responsibilities