

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Job Coach Exceptional Student Education

GENERAL DESCRIPTION

The essential function of the position within the organization is to coach and train students with disabilities in necessary work and life skills. The position is responsible for providing successful learning experiences for assigned students appropriate to age, grade level and individual capacity; maintaining accurate work records, and performing related tasks as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists the Exceptional Student Education staff in preparing students for joining the work force after graduation.

Plans and provides work simulation activities and tasks as appropriate.

Assists the Transition Specialist and ESE teachers in identifying and securing jobs for students in the community.

Develops work schedules for students in cooperation with ESE teachers and school staff.

Instructs, supervises and evaluates the performance of students at job sites in the school(s) and community; visits sites weekly to speak to supervisors and evaluate progress.

Transports students to and from job sites, as needed, in a School Board vehicle.

Establishes a positive cooperative working relationship with work site employers and supervisors.

Participates in helping students plan transitions from school to work.

Maintains records of work accomplished, hours worked and student performance, ensuring student confidentiality.

Provides in a timely fashion requested documentation of specialized student services in accordance with School Board criteria established for the purposes of the Medicaid Certified School Match Program.

Performs general administrative/clerical work as necessary, including entering and retrieving computer data, establishing and maintaining files, copying and filing documents, preparing reports and correspondence, answering the telephone.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

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Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical

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characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

1. Hold a high school diploma or equivalent and an AA/AS degree or a minimum of sixty (60) semester hours of credit from an accredited college or university; or
2. Hold a high school diploma or equivalent and have a score of 464 or higher on the ETS Paraprofessional exam;

Associate’s or Bachelor’s degree with a stated interest in exceptional student education, vocational education or rehabilitation is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires six months of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

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Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment or wheelchairs.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to traffic.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Exceptional Student Education

Supervises:

Minimal supervisory responsibility

PAY GRADE: From: 112A1 To: 112S2

Number of Months: 10 Number of Days: 196 Hours: 7.5

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/18/2016