

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	GF COACH JOB			PAY GRADE:	IS 6
DUTY DAYS:	260	FLSA STATUS:	NON-EXEMPT	DATE REVISED:	08/11/2025 HC
FUNDING SOURCE:	THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Incumbent should have one or more years of experience working with people who have disabilities (three (3) years preferred), and experience in job training and development.

SKILL REQUIREMENTS:

This position requires in-service workshop training, seminars, and courses. Incumbent must have knowledge of CPR and other basic first aid techniques, as well as specialized knowledge pertaining to job training and development. This position requires basic understanding of the job market as it relates to students with disabilities and ability to interact with and relate to children, so the incumbent must be able to demonstrate the belief that all students can work. Incumbent must communicate effectively with students, parents, school staff, community agencies, and employers. Incumbent must represent the district in a professional manner using both verbal and written skills, have the ability to work flexible hours; some evening and/or weekend hours may be required, and have personal transportation, which can be used on the job.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for providing general assistance to teachers and students by arranging and supporting student employment in the community. Incumbent must exercise judgment in handling student disciplinary problems and in assessing students' skill levels. All work must be done in accordance with Austin ISD policies and procedures (e.g., grading).

ESSENTIAL FUNCTIONS:

- Develop, identify, and analyze jobs and adapt job stations for students in supported employment positions.
- Identify and solve potential problems for the student, employer, or co-workers in supported employment positions.
- Document student progress and maintain written records regarding student job performance.
- Assist and train students to obtain and use various forms of transportation to and from the job.
- Assist in matching students to appropriate jobs.
- Assist in developing job leads and opportunities.
- Serve as an advocate for students with disabilities.

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- Provide behavioral intervention for students, as necessary.
- Collaborate with the teacher on an individual child's special needs.
- Dedicated to providing an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Extensive travel will be required in the local area. Incumbent will be exposed to a variety of weather conditions. Incumbent will assist with or facilitate students' physical needs (i.e., toileting, feeding, dress, etc.) This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of the Austin ISD Transition Team (Transition Specialist and Transition Coordinator). All work is reviewed by the Austin ISD Transition Team to ensure that material is presented properly, and a formal evaluation is conducted annually. Incumbent will have contact with students, in order to provide job related instruction, give guidance, and serve as an appropriate role model. Incumbent will have contact with teachers and Austin ISD Transition Team in order to receive instructions and feedback, assist in planning, and discuss students' progress/performance. Incumbent will have contact with parents in order to discuss students' progress/performance, to listen to questions and concerns. Incumbent will have contact with employers in order to develop job leads and assess student job performance. Incumbent will have contact with the community in order to develop job leads.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

**Employee
Signature:**

Date: