BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Job Coach – Transition to Adult Life Programs / Community Sites

QUALIFICATIONS:

A. High School diploma or GED.
B. Valid Pennsylvania driver's license.
C. Access to a vehicle with proof of liability insurance.
D. Experience working in educational/vocational settings.
E. The holder of this position is required to submit to random drug/alcohol screenings as requested and fulfill all requirements per BCIU Board Policy 810.3, Non-Transportation School Vehicle Drivers and Drivers Utilizing a Personal Vehicle to Transport Students.
F. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Special Education Teacher(s)
Program Administrator – Special Education & Student Services

POSITION GOAL:

The primary responsibility of the Job Coach is to provide both on-site and off-site training and support to students with disabilities for the development of appropriate vocational, social, recreational, and daily living skills. This position may serve in various locations including community sites, school districts, and/or BCIU-operated Transition to Adult Life Programs.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to the following fundamental duties:

A. Preview anticipated vocational, social, recreational, and daily living settings both on and off-site for students with special needs.
B. Transport and/or accompany students to new learning environments.
C. Assist in the learning of specific job responsibilities and expectations prior to tasks/activities.
D. Monitor, document, and maintain an ongoing file of student performance and ability through activity assessment sheets, daily training logs, student performance evaluations, and other related documentation.
E. Support students in recreation/leisure and community activities.
F. Serve as liaison between job site supervisors and classroom teachers/itinerants.
G. Provide input, implement, and manage behavior plans for students when applicable.
H. Revise tasks and provide task analysis for specific jobs/activities as it relates to student comprehension and ability.
I. Accommodate/adapt the work environment to meet the individual needs of each student.

J. Reinforce and teach students the necessary vocational and social skills to better function in the work environment through role modeling, demonstration, direction, and redirection.
K. Suggest workstation activities that would precede or remediate job performance.
L. Lift/move items of moderate size and related to work site operations.
M. Transport students, when appropriate, to fulfill curriculum requirements for emergency/social needs.
N. Attend in-service programs related to job duties.
O. Appropriately accommodate for the student with special needs, as per the IEP team, while involved in simulated and/or genuine work-related activities.
P. Other duties as assigned by the PAL Teacher and/or Program Administrator.

TERM OF EMPLOYMENT:

Non-Exempt, Full Time/Part Time, Ten months/year. Hourly rate established as per AFSCME Collective Bargaining Agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel. The probationary period for new hires shall be ninety (90) calendar days in length.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	**Date:**

Created: July 26, 2023
Revised: November 21, 2025
Revised: June 19, 2026

CC: Employee File