

JOB TITLE: Job Coach

LOCATION: Glenbard D87

TERM: Per Contract

DEPARTMENT: Special Education

REPORTS TO: Building SPED Admin /Transition Specialist

Status: Licensed Paraprofessional

POSITION REQUIREMENTS: A minimum of a 60 college credit hours;
Paraprofessional Certification License

POSITION SUMMARY: The job coach supports individuals with disabilities to develop employment skills and plans. Advocates for accommodations within the work environment. Trains individuals to perform work duties, accurately, efficiently and safely, within the school building and community

WORK SETTING: May need to engage in physical tasks (lifting/moving) as necessary to set up, maintain and guide vocational settings

ESSENTIAL DUTIES: (Other duties may be assigned.)

1. Completes student referrals to Division of Rehabilitation/ STEP Program
2. Develop effective job coaching, work site accommodations and employment plans as needed for the student to be successful
3. Assist students with disabilities in developing appropriate social skills within the workplace
4. Assesses job skill levels of students
5. Provide job readiness training to students. Including: resume writing, conducting mock interviews, training students in areas of employability and developing reasonable accommodations
6. Develops and maintains on-campus and community job sites
7. Engage employers and develop relationships in order to identify community job opportunities
8. Assist students in applying for jobs
9. Assists students with exploring transportation options, as it relates to employment
10. Evaluates student progress with teachers and employers to determine appropriate job placement and services needed.
11. Coordinates schedules and programming with teachers to meet individual student needs.
12. Acts as liaison between student, employer, parent, and teachers
13. Maintains records on students and employers
14. Attends IEP meetings on DRS/STEP Program clients and as requested
15. Maintains appropriate relations with and utilizes as appropriate, the roles of school psychologist, social workers, and other specialists
16. Acquaints himself/herself with available district and community resources.
17. Adheres to a professional code of ethics
18. Guides own daily work in line with direction from supervisor(s)

Physical Demands:

- While performing the duties of this job, the employee is regularly required to ... sit, stand, talk and hear for extended periods of time, operate electronic equipment, and reach with hands and arms and repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus. (The ability to withstand long-term use of computer devices is required.)
- To have occasional lifting, carrying, pushing, and/or pulling and significant finger dexterity actions.
- Meet work deadlines with severe time constraints, interacting with the public and staff, within irregular or extended work hours.

Work Environment:

- The noise level in the work environment is usually low. However, on occasion, the noise level will be moderate.
- Work is usually conducted indoors. Outdoors assignments may be part of this position.
- This work could be conducted at any assigned school district location.

Employee Performance Evaluation:

Standard operating practice is to conduct job performance evaluations for this job annually using criteria defined by the CASE Board, member school districts, applicable collective bargaining agreements, and the Illinois State Board of Education (where appropriate).

Terms of Employment:

Salary, \$20.00/hr and work year according to the current schedule.