

Job Description

JOB TITLE: Job Coach

DEPARTMENT: Special Education

REPORTS TO: Building SPED Admin/Transition Specialist

TERM/FTE: Per Contract

WORKSITE: Glenbard D87

JOB STATUS: Licensed Paraprofessional

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.

POSITION REQUIREMENTS:

- A minimum of a 60 college credit hours
- Paraprofessional Certification License

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 themselves 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).

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Cooperative Association for Special Education (CASE) is an Equal Opportunity Employer. It is the policy and practice of CASE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. CASE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. CASE has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the Executive Director.

Revised: Jan 2025