



CRETE-MONEE SCHOOL DISTRICT 201-U JOB DESCRIPTION

Job Title: Job Coach
Location: Crete-Monee High School
Reports to: Special Education Supervisor, Principal

Position Level: Classified/Non-Bargaining
FLSA Status: Hourly/Non-Exempt
Date Prepared: December 2024

Job Summary:

The Job Coach provides on-the-job training to students in-school or community job sites, which leads to employment.

Supervisory Responsibility:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Understanding of various disabilities, including cognitive, physical, and behavioral challenges
- Familiarity with Individualized Education Programs (IEPs) and transition plans
- Knowledge of workplace requirements, vocational training, and employment preparation
- Awareness of positive behavior support techniques and conflict resolution strategies
- Knowledge of laws and regulations, such as IDEA, ADA, and Section 504
- Understanding of career pathways, job skills, and adaptive tools for student success
- Strong verbal and written communication skills for interacting with students, parents, employers, and school staff
- Empathy, patience, and the ability to build trusting relationships
- Instructional skills to teach workplace tasks, soft skills, and self-advocacy
- Problem-solving skills to address workplace challenges and develop solutions
- Time management skills to balance schedules, communications, and collaborations effectively
- Support the development of student independence and self-sufficiency
- Adapt to diverse needs, environments, and unexpected challenges
- Collaborate effectively with educators, employers, parents, and service providers
- Observe and assess student strengths, challenges, and progress in workplace settings
- Demonstrate cultural sensitivity and respect for diverse backgrounds and experiences
- Able to travel to and from inter- and intra-District sites
- Able to perform all duties following the Board of Education policies, regulations, and administrative procedures

Education, Licensure, & Experience:

- High school diploma or general equivalency diploma (GED)
- Valid driver's license with CDL Class B or C designation
- Previous experience work with students or individuals with disabilities, preferred

Essential Job Functions:

- Assure quality control of on-site performance by establishing standards and timelines to be met by students
- Provide on-the-job training to students of DORS clients entering community employment
- Monitor student work performance on the job
- Report time and attendance reports, quarterly evaluations, and job performance evaluations to the Community Vocational Coordinator
- Learn the job and teach participation skills to students
- Act as a liaison between worksite and school
- Supervise students arrival and departure, facilitating transportation as needed
- Transport students to and from job sites via bus
- Perform other duties as assigned



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Physical Requirements:

- Utilization of resources from other work units within the school district is required to perform the job's functions
- Generally, the job requires bending, carrying, climbing, lifting, pushing, pulling, reaching, sitting, standing, and walking along with light physical exertion
- Must be able to occasionally lift, move, or push items of 50 lbs.

Working Conditions:

- Loud environment at a standard acceptable level
- Extremes of temperature and humidity
- Hazards include stairs and communicable diseases

Term of Employment:

- Student attendance days (180 days)
- 7.5 hours per day with 30 minutes unpaid for lunch

Evaluation:

- Per Board of Education policy 5:320 *Evaluation*