NILES TOWNSHIP HIGH SCHOOL DISTRICT 219
7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Special Education Job Coach
(Pre-Employment Specialist)

REPORTS TO: Director of Special Education

POSITION OBJECTIVE: The Special Education Job Coach supports high school students who have a wide range of disabilities in developing essential pre-employment and vocational skills. Working primarily 1:1, the Job Coach facilitates skill-building in specialized high school lab spaces and community-based internship settings. This role requires flexible scheduling to meet student needs during, before, or after school hours, as well as during weekend work assignments.

MINIMUM QUALIFICATIONS:

1. **Education**: High School Diploma or equivalent required; Associate's or Bachelor's degree in Special Education, Social Work, Human Services, or related field preferred.
2. **Experience:** 1+ years of experience working with individuals with diverse physical, cognitive, sensory, or behavioral disabilities (high school or transition-age experience preferred).
3. **Schedule Flexibility:** Ability to work a non-standard schedule, including early mornings, school days, afternoons, evenings, or occasional weekends to accommodate student internship schedules outside the typical school day.
4. **Certifications:** Valid Driver's License with a clean driving record; ability to obtain CPR/First Aid certification if needed.
5. **Clearances:** Must successfully pass background checks and state-required child abuse clearances.
6. Experience working effectively in a team-based, diverse environment.

REQUIRED SKILLS:

- **Adaptability & Patience:** Strong ability to tailor instructional techniques to meet diverse learning needs and respond calmly to challenging behaviors or unexpected workplace changes.
- **Communication:** Clear oral and written communication skills for writing objective observation reports and collaborating with community employers.

PERFORMANCE RESPONSIBILITIES:

Direct Student Instruction and Skill Development

- Work 1:1 and in small groups with students to teach and reinforce foundational pre-employment skills, including (but not limited to) work ethic, communication, professional hygiene, time management, and task completion.
- Facilitate hands-on skill development and supervise students within district vocational lab environments (e.g., culinary, retail, administrative/office, grocery skills labs).
- Onboard, train, and support students in community-based work experiences, internships, and job shadow sites.
- Teach job-seeking skills, including resume building, interview preparation, job application completion, and travel training/navigating public transportation.

Student Skill Evaluation & Monitoring

- Conduct initial and ongoing functional vocational evaluations to assess student strengths, interests, learning styles, and support needs.
- Collect quantitative and qualitative data on student performance, task independence, and progress toward Individualized Education Program (IEP) transition goals.
- Fulfill systematic task analyses to break complex job tasks into teachable, step-by-step instructions customized to individual student needs.

Fading Adult Support & Student Self-Advocacy

- Implement prompt hierarchy strategies to systematically fade direct intervention, promoting maximum independence at the work site.
- Teach students self-advocacy skills, including how to request accommodations, seek clarification, report their absences, clock in, and navigate workplace challenges.

Collaboration, Communication & Teamwork

- Partner closely with Pre-Vocational Coordinators, Special Education Teachers, Transition Coordinators, Case Managers, and Paraprofessionals to align job coaching with IEP goals.
- Maintain positive, professional relationships with local community business partners and internship site supervisors.
- Provide regular progress updates and feedback to case managers and pre-voc coordinator regarding student vocational growth and areas for development.

TERMS OF EMPLOYMENT: Part-time position with a flexible schedule as determined by district needs. Work hours may vary and may include early mornings, school days, afternoons or occasional weekends.

WORKING CONDITIONS: The position requires physical activity including long periods of standing and walking, lifting, carrying, climbing, stooping, kneeling, crouching, and use of fine motor skills. Work is performed indoors and outdoors and may involve exposure to temperature extremes and potential safety hazards. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (A.D.A.).

HOURLY RATE: $25.25/hour

Apply online at: www.niles219.org

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.