



DOWNTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Special Education Paraprofessional Level 3/Job Coach

DATE: November 2024

DEPARTMENT/GROUP: Teamsters – Student Day

LOCATION: School Building

REPORTS TO: Transition Supervisor

FLSA: Non-exempt

JOB SUMMARY: To work with teachers, educational professionals, and community partners in supporting student achievement and facilitating independence in vocational and community settings.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Attains and maintains current CPR/First Aid certification.
2. Completes staff development on an annual basis as required by the district or state mandates.
3. Provides individual and/or small group support to implement specific academic, behavioral, and/or physical accommodations as outlined by the Individualized Education Program.
4. Provides assistance in the development and preparation of instructional materials and adaptive strategies while utilizing technology programs and computers.
5. Supports inclusion, socialization, and independence within the school setting and/or in the community.
6. Provides transportation for small groups of students in district vehicles to community sites as directed.
7. Support students independently in community settings for community-based instruction and vocational programming.
8. Maintains confidentiality of student records and information.
9. Collects and maintains data as required by the student plan for medical assistance logs, daily communication logs, and anecdotal records.
10. Utilization of technology for data collection, reporting, emailing and assisting students in computer software applications as needed
11. Print, file, scan and record student progress reports, charts, certificates, or materials for interventions.
12. Provides direct student assistance with monitoring of medical condition, physical needs, personal care, feeding, and/or toileting.
13. Exposure to body fluids.
14. Provides intensive behavioral, academic, functional and physical support to students both in the classroom and community settings.
15. The Job Coach implements transition services to neuro divergent students, (16-21), through community-based activities to develop independent living skills, employability skills, job skills, employment opportunities as well as other community participation experiences
16. Provides support, shadowing and mentoring opportunities to Level I and Level II, 1:1 para-professionals whom assist in providing transitional vocational training to their immediate student as directed by Transition Supervisor.
17. Aggregating and summarizing vocational data collected by both the individual coach and other paraprofessionals throughout the district to create a comprehensive data review for each marking period on individualized progress.
18. Provides specific job coaching services on employability skills, monitors and evaluates students at volunteer and paid employment locations within the community.
19. Establishes contact with community business leaders to develop opportunities for students to participate in job skills training, employability skills training as well as paid employment, internship, and job shadowing opportunities.
20. Participates in Individualized Education Program (IEP) meetings to present to the team data collected on student's community training progress.
21. Assist in the development of program curriculum schedules both in an in-person and virtual capacity that are meaningful, promote independence and develop skills for competitive integrated employment.
22. Participates in ongoing training specific to job coaching, job development, transition services and bi-weekly training/professional collaboration meetings.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. High school diploma or equivalent.
2. Highly Qualified Status by one of the following means is required:
 - a. Possess an Associate's degree or higher
 - b. Have completed two years of post-secondary study (48 college credits)
 - c. Attain the PA Credential of Competency Certification within the first year of employment.
3. Experience working with children.
4. Strong organizational skills required.
5. Effective interpersonal and communication skills.
6. Proficiency in the use of technology
7. Must maintain current CPR and First Aid certification
8. Must complete 20 hours of professional development that is aligned with the PA Competency Standards annually.
9. Must have and maintain a valid state vehicle operator's license and a good driving record.
10. Candidate must adhere to all local, state, federal, and school code requirements for employment.
11. Excellent interpersonal relations, effective communication face-to-face, phone and email etiquette with community members, school officials and personnel throughout the district.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- C. Have the ability to lift and/or move a student in need of assistance. Lifting requirements will vary and may be from 25 to over 100 pounds. This may be required on a constant basis.
- D. Employee may have times required to maintain a standing/walking position for consecutive hours.
- E. The noise level in the work environment is usually moderate to loud.
- F. During busy time, the position may be demanding and require changes to scheduled duties or priorities.
- G. Constantly required to demonstrate good judgment and safety.
- H. Ability to make decisions independently in accordance with established procedures and policies.
- I. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- J. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.