

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Special Education Job Coach (Paraprofessional)	Department: Specialized Services
Reports to: Building Principal Specialized Education Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-2	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 6	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

A job coach provides support to high school or transition age students with special education needs for community-based employment. They work under the direction of a work experience/work-based learning coordinator and require specialized training over and beyond that required by resource paraprofessionals. They belong on the center-based paraprofessional team and attend collaborative meetings, professional development and supervision. Special knowledge, abilities and skills are articulated on the below chart.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Provide support to students in community-based employment settings</i>
Percent of Time:	100%	

Tasks involved in fulfilling above duty/responsibility:

- Works under the direction of the Work Based Learning/Work Experience Coordinator
- Trains students on tasks required at specific job sites including but not limited to: job duties, safety, productivity, quality, communication, social interaction/relationships, soft skills, working with others, personal responsibility, transportation, grooming/personal hygiene
- Collects and records data on the skills/behaviors addressed in student plan and work agreement
- Communicates effectively with work site personnel and coordinator
- Represents individuals with disabilities and District 112 respectfully and professionally

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Americans with disabilities Act (ADA)
- Knowledge of child labor laws, OSHA, safety, harassment issues, material handling and MN Employee Worker rights
- Knowledge of how specific disabilities impact the job site
- Knowledge of how career and technical education programs can achieve student's goals /objectives
- Ability to provide instruction and the support of work-related behaviors, job seeking skills, and specific job skills in school or community based work site
- Ability to appropriately support and recognize when to reduce direct support.
- Ability to implement accommodations and develop natural supports in the work settings

- Ability to foster appropriate working relations at the work site
- Ability to access tools, technology and adaptation devices to increase level of student's independence while at the work site
- Ability to recognize emergency situations and implement appropriate procedures
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience in a K-12 school setting desired.
- Experience in working with students with special education needs and services desired.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	C	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	F	Up to 100 pounds	O	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	C	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	O
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Sight	
Distinguishing temperature	O			Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.