

Durham Public Schools

Exceptional Children's Department

Job Description

Job Coaches

JOB TITLE: EC Job Coach

REPORTS TO: School Administration and EC Director

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 100%, 10 months, Classified

SUMMARY:

To facilitate the preparation of students with disabilities for successful transition between school programs and work settings by supporting work-training experiences in the Project Search business site (Duke Regional Hospital) and ensuring that the experience is successful for both the student and employer. The Job Coach is assigned to work with high school students in the Project Search Program, workforce development program. The Job Coach will collaborate with the teacher of the program in supporting vocational instruction and internships.

RESPONSIBILITIES & DUTIES:

- Support Project SEARCH students during internship rotations and provide instruction and training
- Analyze job tasks and utilize Project Search instructor teaching tools to support students to learn and perform tasks to meet required productivity and quality standards
- Identify and foster natural supports during rotations
- Collect and analyze data on intern performance
- Collaborate with other staff and providers to support students; participate in meetings as needed
- Collaborate with business site employees, in collaboration with the Project Search teacher, to identify and develop additional internship sites within the host business
- Other duties as assigned

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's Degree in Special Education or a related field preferred
- Experience working with students with disabilities is required
- Experience in a public school setting preferred
- Knowledge of task analysis and pre-vocational/vocational skills
- The position requires a valid North Carolina driver's license and reliable transportation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work collaboratively with families, school personnel, department administrators, and community partners to meet the needs of students.
- Ability to adapt to a variety of work environments
- Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc.)
- Knowledgeable about evidence/research based practices.
- Ability to perform as a team player, in a team environment.
- Possess strong organizational, problem-solving and conflict resolution skills.
- Ability to remain calm and professional.
- Ability to work independently and efficiently.
- Ability to learn, explain and adhere to program procedures and district policies.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

The employee should sign that he/she has read and understands the job description at the hiring conference or with the hiring manager on the first day of work.

Signature:

Date: