

Community Unit School District #205

Job Title:	Job Coach for the Secondary Transitional Experience Program (STEP)		
Location:	Galesburg High School	Terms of Employment:	9 Months
Reports To:	Step Coordinator	Board Approved:	September 16, 2019
Evaluation:	In accordance with the provisions of the Board of Education's policy on Evaluation of Support Services Personnel.		
Qualifications: <ol style="list-style-type: none"> 1. High School Diploma or Equivalent. 2. Physically capable of performing the essential duties of the job. 3. Interpersonal / Public Relations Skills. 4. Knowledge of how to work with high school students with disabilities. 5. Computer skills to input information. 		Job Goal: To provide on-the-job training, support, and social skills to students participating in STEP.	
Responsibilities: <ol style="list-style-type: none"> 1. Locate appropriate paid and volunteer job sites for STEP students. 2. Accompany students to job sites. 3. Assist students at job sites as required. 4. Individualize job-site training for students requiring on-the-job support. 5. Prepare monthly time and attendance reports. 6. Discuss student progress and/or concerns with the STEP Coordinator. 7. Conduct job-site visits to observe students and discuss progress with the supervisor. 8. Assist the employer with quarterly student progress reports. 9. Arrange job shadow experiences for STEP students. 10. Maintain communication with current and prospective job sites. 11. Use the WEBCM computer system to input student work hours, information and notes. 12. All other duties as assigned by the STEP Coordinator. 			
Employee Name:		Date:	
Employee Signature			