



Para-Professional – Job Description

Job Title: Teacher Assistant – Job Coach

Pay Grade: SI 03

Min \$20,570/Mid \$25,716/Max \$30,862

Reports to: Principal and teacher(s) assigned

FLSA Status: Non-Exempt

Dept./School: Campus assigned to

Minimum Duty Days: 187 days

Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in Special Education and VAC community settings. Assist in implementation of classroom programs, including self-help, behavior management, instruction programs and job training skills. Work under general supervision of principal, transition specialist and immediate direction of certified VAC teacher.

Minimum Requirements:

- High School diploma or G.E.D.
- Some experience working with children.
- Meet one of the following requirements:
 1. Completion of an Associate degree or higher from an accredited institution.
 2. 48 Semester credit hours from an accredited institution.

Special Knowledge/Skills:

- Ability to work with children with disabilities.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Knowledge of general office equipment.

Major Responsibilities and Duties:

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.
6. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
7. Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
9. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
10. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, playground duty and community settings.

12. Keep teacher informed of special needs or problems of individual students.
13. Maintain confidentiality at all times.
14. Participate in staff development training programs, faculty meetings, and special events as assigned.
15. Treat everyone with dignity and respect.
16. Follow directives at all times.
17. Performs such other duties as may be assigned.

Job Coach Duties:

1. Escort special education students in the VAC co-op program to the various job sites in the community.
2. Perform and learn tasks the student will be learning.
3. Provide instruction of employability skills to student using a variety of training strategies, motivating strategies, and job adaptations.
4. Establish a rapport with supervisors and co-workers at the job site.
5. Follow systematic instruction and data collection procedures as prescribed by the VAC teacher.
6. Maintain proper documentation of student progress.
7. Safeguard students at all times when with them in the community.

Supervisory Responsibilities:

None

Equipment Used:

Wheelchair lift, ramps, personal computer, copier, typewriter, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing; stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee signature

Date