

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Job Coach
<u>REPORTS TO:</u>	Vocational Coordinator
<u>REQUIREMENTS:</u>	<p>High School Diploma or equivalent required Para-Professional Certification required Must be proficient in use of personal computer, typing, and use of spreadsheet software in addition to all other general office equipment Position requires a degree of confidentiality, oral and written communication skills, and organization skills Must be able to handle a number of tasks of a diverse nature simultaneously Must be able to work well with others in a team environment Any combination of experience and education will be considered</p>
<u>WORK YEAR:</u>	10 month

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Provide supervision to students at designated work sites.
2. Act as liaison between the work site and the school.
3. Monitor and evaluate student's progress on the job.
4. Complete work evaluation reports on a quarterly basis with assistance from the designated work site supervisor.
5. Maintain regular contact with student vocational coordinator.
6. Provide students with an orientation to the work site.
7. Facilitate student independence and skill development.
8. Implement strategies to help students achieve their IEP vocational/transitional goals.
9. Complete student employment paperwork
10. Maintain student attendance and payroll records
11. Maintain student information binder with contact information and timesheets.
12. Monitor student completion of timesheets on a daily basis.
13. Track student arrival and departure from work site and contact transportation companies if necessary.
14. Comply with all District 95 policies, procedures and rules of conduct.
15. Complete other duties as assigned by Vocational Coordinator or Assistant Superintendent of Student Services.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____