

Job Title: **Job Coach**

Qualifications: High school diploma, Valid Alabama Drivers License.

Reports to: Director of Special Education

Performance Responsibilities:

1. Participates in programming activities related to the areas of pre-vocational training and work detail.
 - A. Provides direct classroom teaching, direct instruction, and counseling to students in accordance with their individualized vocational program.
 - B. Assists in program planning activities designed to develop (vocational) job skills and plans for students.
2. Supervises students placed in job training programs.
 - A. Assists students in all aspects of employment attainment, i.e., completion of job applications, accompaniment to job interview, etc.
 - B. Provides on the job training and supervisor services.
 - C. Serves in liaison capacity between the employer and the Chilton County School System.
3. Accurately completes and assures proper documentation in student records.
 - A. Completes assessments on each student. Keeps up-to-date time charts, progress notes and program data on each student.
 - B. Completes work assessments on students participating in work situations.

Job Coach (cont'd)

4. Assists in the development of supported work positions.
 - A. Establishes contact with local employers in order to provide information regarding job training and supported work services and to secure work positions.
 - B. Maintains appropriate follow-up with employers.
 - C. Maintains appropriate documentation of employer contacts.
 - D. Utilizes local resources such as Vocational Rehabilitation Services, State Employment Office, etc., in identification of potential work positions.

5. Assists in provision of transportation services for students involved in vocational (job training) program.
 - A. Adheres to Chilton County Board of Education policies of school vehicle operation.
 - B. Adheres strictly to all traffic laws.
 - C. Safely insures the well-being of students while transporting.
 - D. Informs appropriate staff of destination, return time, etc.
 - E. If the job coach is the designed driver, he/she assures that the vehicle is safe to operate prior to the beginning of each route (i.e., visual check of tires, clean windows, check oil, etc.)
 - F. Reports malfunctions or needed repairs to supervisor.
 - G. Completes all transportation forms in an accurate manner.
 - H. Documents transportation mileage and expense as required for vouchering purposes.

6. Maintains and improves professional skills.
 - A. Attends and actively participates in professional workshops, in-service training, and quality assurance reviews.
 - B. Effectively utilizes people on staff for consultation.

Job Coach (cont'd)

6. C. Attends and participates in supervisory sessions as scheduled.
7. Provides crisis intervention as needed.
 - A. Responds to emergencies as needed. Assures student safety and welfare through adherence to emergency and safety policies and procedures.
8. Completes other duties as assigned by the Director of Special Education or designee.
 - A. Will execute these duties and responsibilities in a timely and accurate manner.
 - B. These duties will be treated with the same importance with relation to confidentiality and priority as other duties and responsibilities.
9. Be regular and punctual in attendance.
10. Maintain proper confidentiality of any school system related information.
11. Maintain proper and professional relationship with other employees.
12. Perform duties in a manner that promotes good public relations.
13. Be familiar with and follow Board of Education policies.

Terms of Employment: As specified in contract, salary to be same as Special Education teacher assistant.

Adopted: January 21, 1992