

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: JOB COACH

REPORTS TO: **Executive Director, Principal, or Designee.**
SUPERVISES: **No supervisory responsibilities.**

DEFINITION:

Provide designated special education students, age 18 – 22, with job site and employment training and guidance in the enhancement of vocational skills. Oversee and monitor progress of student vocational activities at job sites. Provide routine clerical support.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. One year experience working with individuals with special education needs in an organized setting.
3. Valid California driver's license.
4. Current H6 DMV printout.
5. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
6. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of student guidance principles and practices related to students with special education needs.
2. Knowledge of basic instructional methods and techniques.
3. Knowledge of job site procedures and appropriate student conduct.
4. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
5. Knowledge of principles, practices and procedures of vocational training programs.
6. Knowledge of basic record-keeping and report preparation techniques.
7. Knowledge of basic computer operations.
8. Ability to understand and relate to students with special needs.
9. Ability to demonstrate vocational functions, tasks and activities.
10. Ability to operate standard office, vocational, and job site equipment.
11. Ability to demonstrate interpersonal skills using tact, patience and courtesy.
12. Ability to communicate effectively both verbally and in writing.
13. Ability to observe health and safety regulations.
14. Ability to maintain records and prepare reports.
15. Ability to maintain regular and reliable attendance.
16. Ability to drive a van or car to transport students.
17. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
18. Ability to establish and maintain positive and effective working relationships with diverse populations.
19. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
20. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
21. Ability to deal with problems or issues involving several variables in non-standardized situations.
22. Ability to use good judgment to make decisions.

ESSENTIAL FUNCTIONS:

1. Provide designated special education students with job site and employment training and guidance in the enhancement of vocational skills. Monitor, and assess training activities in response to student progress, performance and behavior.
2. Report and confer with local employers providing vocational opportunities to students to discuss job requirements and student performance and behavior. Oversee and monitor progress of student vocational activities at job sites. Assist the teacher with the assessment of student needs and abilities and provide appropriate job training strategies.
3. Report to and confer with the classroom teacher and assigned program staff concerning student progress, performance and behavior.
4. Assist students in achieving and maintaining vocational goals. Demonstrate and model a variety of vocational functions, tasks and activities, which may include, but is not limited to cleaning, stocking, or gardening. Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
5. Implement vocational and job site lesson plans and learning activities. Assure student understanding of job site sanitation requirements, clothing standards, safety practices and behavior guidelines. Consult students concerning appropriate job site conduct, punctuality, work ethics and self-discipline.
6. Assist the teacher with developing an employer base for students and arranging community outings. Transport students, using a company car or van, to and from designated locations. Accompany and advise students on fieldtrips, public outings, social events, and during outdoor activities. Monitor and coach students with community-based functions and learning activities to enhance social interaction skills, etiquette and manners.
7. Operate a variety of office equipment such as copiers and computers. Utilize and assist students in operating a variety of job site equipment, such as cleaning or gardening equipment.
8. Prepare and maintain various records and reports such as, MediCal billing, mileage, student progress and assigned activities. Perform clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials. Record and notify parents of student attendance. Prepare and respond to routine correspondence.
9. Ensure the health and safety of students by following health and safety practices and procedures. Maintain learning environments in a safe, orderly and clean manner.
10. Attend and participate in staff meetings and workshops as assigned.
11. Provide routine first aid to students according to established procedures. Respond to medical emergencies and prepare related paperwork as appropriate.
12. Handle confidential information and materials with complete security.
13. Perform other duties as assigned within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor or outdoor work environment.
2. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate office and job site equipment.
2. Walking, sitting or standing for extended periods of time.
3. Bending at the waist, kneeling or crouching.
4. Seeing to read a variety of materials and monitor student progress.
5. Hearing and speaking to exchange information.
6. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height. Kneeling or crouching to assist students and carrying, pushing or pulling heavy objects.
7. Two person lift if over 50 pounds and/or the physical agility to manipulate and move a handicapped child weighing 80 pounds; to position a student who may weigh 150 pounds or more, and to manipulate wheelchairs and orthopedic devices.

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain blood borne pathogens and communicable infectious diseases.
2. Contact with dissatisfied or abusive individuals.
3. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation:	16
Adopted:	7/1/04
Revised:	3/23/11