

JOB TITLE	DEPARTMENT	REPORTS TO
Job Coach Paraprofessional	Student Services	Director of ESE

Position No: 52055	Length of Work Year: 10 Months
Salary Schedule: C02	Date Approved: 6/14/94
FSLA: Non-exempt	Date Revised: 11/18/08; 11/01/13; 3/21/18

JOB GOAL
To assist students with disabilities as they transition to productive participation in the workplace or to assist them in obtaining competitive employment.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent plus either AA/AS, sixty (60) hours college credit, or a passing score on a rigorous locally identified test. 2. Experience in working with exceptional students preferred. 3. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assess the needs, interest, and abilities of the student through review of collateral information and informal interviews. 2. To promote and secure job sites which would best match the individual's needs, abilities and interests. 3. To identify and initiate job accommodations to insure the success of the student. 4. To develop methods to address/eliminate behavioral problem that impact job performance. 5. To assist student to integrate into job site. 6. To act as advocate for student, family and employer. 7. To analyze each potential job site in order to determine the essential functions of the job. 8. To provide follow-up support to the student in order to insure employment stability. Support is provided according to the individual's needs and can be either on or off the job site. 9. To coordinate and communicate with other service providers. 10. To document the individual's progress throughout the training and follow-up process, i.e., data collection. 11. To provide on-site assistance to students by demonstrating the necessary work skills and, as needed, by helping the student to complete the task. 12. To review current developments, literature and technical sources of information related to job responsibility. 13. To ensure adherence to good safety procedures. 14. To implement behavior management procedures as prescribed by the (on-the-job training) OJT teacher or other school support staff in order to ensure successful participation in the workplace. 15. To assist student in learning strategies for obtaining transportation to and from the work site. 16. To work the same schedule as the student (holidays, weekends, nights, etc.) to the extent necessary to ensure the student's success on the job. (Flexible Scheduling) 17. To perform assigned tasks in a timely and efficient manner. 18. To perform assigned tasks with a high standard of quality. 19. To perform other duties as assigned by the School Principal or District Administrator. 20. To follow Federal and State laws as well as School Board policies.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.