



Sequoia Union High School District

Job Description

JOB TITLE:	Workability Job Coach
REPORTS TO:	Director of Special Education
CLASSIFICATION:	Classified
SALARY SCHEDULE:	10.5
WORK - YEAR / HOURS:	9 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	02/06/02

DEFINITION

Under general supervision, to provide on-the-job support and training to special education students in the workability program; to provide on-site supervision and monitoring of students placed in on-the-job training experiences; and to perform a variety of duties related to enrollment and record keeping; and to perform related work as assigned.

EXAMPLES OF DUTIES

- Provides coaching in job skills for students who are not initially employable
- Provides job skill training, travel training, and related work and personal adjustment activities;
- Identifies strengths and weaknesses of performance and communicates opportunities for improvement
- Follow-up with employers to discuss problems; complaints and progress of students;
- Prepares and maintains a variety of records;
- Serves as liaison between students and employers;
- Arranges for transportation for students to various program facilities;
- Provides information to parents;
- Participates in staff development and in-service training programs as assigned.

QUALIFICATIONS

Knowledge of:

- General needs and behavior of handicapped individuals, including the principles, practices and procedures applicable to working with them.
- Employment and training needs of handicapped individuals.
- Employment coaching techniques
- General office practices and procedures, including recordkeeping and reporting.

Skill in:

Motivating students
Instructing and supervision students in a variety of vocational rehabilitation activities
Communication clearly and concisely, both orally and in writing
Establishing and maintaining cooperative working relationships with those contacted in the course of work
Preparing and maintaining accurate records, files and reports.

Ability to:

Learn terminology and techniques unique to vocational rehabilitation
Read and write in English

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school and two years experience working with special education youth in an organized education setting. Additional specialized training in education or a related field is desirable.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

Possession of a valid California driver's license and willingness to drive own car for mileage reimbursement.