JOB DESCRIPTION

JOB TITLE: Secondary Job Coach

REPORTS TO: Transition Coordinator and THS Principal

QUALIFICATIONS:
- Educational Aide Permit with ESEA Endorsement
- Demonstrated ability to work with students with disabilities
- Demonstrated effective communication skills with students, staff, worksite employers and community members
- Demonstrated ability to perform independently with minimal guidance

POSITION SUMMARY/PURPOSE:
To facilitate academic and vocational learning through simulated and actual job activities. To provide hands-on instruction regarding technical skills, employability skills, and social behaviors in order to prepare the student for transition to competitive employment upon graduation. The primary role will be with Talawanda High School students with disabilities but may also include work with Talawanda Middle School students with disabilities as well.

JOB RESPONSIBILITIES:
- Provide training/instruction as directed by the Transition Coordinator
- Maintain management of student behavior during work study, transition, transportation, and within classroom or employment, working under the direction of the Intervention Specialist and Transition Coordinator
- Maintain consistent and timely documentation of student performance and work study data
- Participate in IEP meetings if requested by Intervention Specialist or Transition Coordinator
- Work cooperatively with all staff on the student's IEP team, all workplace staff, TSD staff
- Participate in relevant professional development that directly relates to Job Coach role or student transition needs
- Comply with all district and school policies and procedures
- Maintain confidentiality of student Special Education records, progress monitoring data, workplace records, and any additional educational records
- Perform other duties as assigned pertaining to this position as requested (not limited to, but such as: mock interviews, supervision of student at anytime during school day, support within Academic Intervention or other courses, etc)