

JOB TITLE  
CAREER TECHNICAL EDUCATION/  
EXCEPTIONAL CHILD EDUCATION  
JOB COACH III

DIVISION  
ADMINISTRATION

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 8

LENGTH OF WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
JANUARY 14, 2008

SCOPE OF RESPONSIBILITIES

Under supervision of the program teacher, implements a comprehensive career exploration program for eligible students receiving services through the Exceptional Child Education (ECE) program.

PERFORMANCE RESPONSIBILITIES

1. Provides career assessment, functional vocational evaluation, and appropriate career exploration experiences for selected students receiving services through ECE.
2. Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from the student's teachers and parents.
3. Communicates consistently with program staff, businesses, teachers, parents, and vocational rehabilitation counselors.
4. Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle).
5. Promotes program, interprets purpose to potential clients and interested persons in the community.
6. Duties may include performance of health services, for which training will be provided.
7. Maintains accurate evaluation records on the program and provides data to appropriate personnel.
8. Plans regularly with staff and participates in appropriate school meetings and activities.
9. Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Three (3) years successful experience in job coaching
3. Certification in Community-based Instruction or equivalent community training program

DESIRABLE QUALIFICATIONS

1. Experience in working with community businesses to develop jobs that meet the specific needs of students with disabilities