

JOB COACH

DEFINITION:

Under the supervision of the assigned supervisor within Career Link Program personnel, provides support services to at-risk secondary students including disabled, economically disadvantaged and English language learners at an assigned work site.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior at the assigned work site.
- Monitors students at the work site and in the community, per grant procedures.
- Assists in the development of a variety of instructional materials related to assigned activities to be used at the work site.
- Maintains student discipline at the assigned work site and within the community per grant procedures.
- Assists Career Link Staff with implementing an employment-related accommodation plan at the assigned work site.
- Directs students in learning self-care techniques at the assigned work site.
- Helps students address physical and medical needs and provides routine first aid as needed.
- Prepares and maintains records and reports related to assigned activities; maintains documentation of work time as stipulated by grant requirements.
- Operates a variety of equipment related to assigned activities including instructional media devices and office equipment.

QUALIFICATIONS GUIDE

Knowledge of:

- General concepts of child growth and development and child behavior characteristics.
- English usage, punctuation, spelling and grammar.
- Child guidance principles and practices related to children with special education needs.
- Basic instructional methods and techniques.
- Job site procedures and appropriate student conduct.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Policies and objectives of assigned programs and activities.
- Operation of standard office and job site equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- First aid and Cardio Pulmonary Resuscitation (CPR) procedures.
- Basic math.

Ability to:

- Implement behavior modification techniques under the direction of Career Link Staff.
- Monitor students in the work place and in the community.
- Provide feedback to Career Link Staff regarding student performance.
- Understand and carry out oral and written instructions.
- Operate standard office and job site equipment.
- Establish and maintain cooperative and effective working relationships with others.
-

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in educational or organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's license.
- Valid First Aid and CPR certification preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead, above the shoulders and horizontally.
- Sitting, standing or walking for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 50 pounds; occasional lifting, carrying, pushing or pulling heavy objects up to 75 pounds with assistance.
- Bending at the waist, kneeling or crouching to assist students.

WORK ENVIRONMENT:

Indoor/classroom/outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.