

JOB DESCRIPTION

TITLE ESE JOB COACH

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal state or local academic assessment (<i>ParaPro Assessment</i>) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (i.e. ability to use e-mail).
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	Must be able to obtain Van Training Certificate from Transportation Department.
Reasoning Ability	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to establish and maintain positive working relationships with others. Ability to work as a team member.
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. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work 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. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Assists teacher with the supervision of students involved in School-Based Work Experience, Community-Based Work Experience, and On-The-Job Training (OJT).
2. Works with students at the job site, provides job-specific skills training, implements instruction that addresses job-specific skills acquisition.
3. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

SPECIFIC RESPONSIBILITIES

1. Assists students in learning employability skills and/or job-specific skills through supervision/interaction at the job training site.
2. Recommends and assists with job fading activities.
3. Provides input for student evaluations.
4. Assists in implementing the goals and objectives of the students' individual education plans for vocational training.
5. Assists teacher in community-based/site-based vocational assessments.
6. Assists teacher in community-based/site-based job task analyses.
7. Assists teacher in monitoring student performance for students involved in School-Based Work Experience, Community-Based Work Experience and On-The-Job Training (OJT).
8. Transports ESE supported employment students as needed to specific sites determined by the ESE Teacher.
9. Assists teacher with the implementation of behavior management programs.
10. Performs other duties as assigned.