

School District of Santa Rosa County
Job Description

Job Coach Paraprofessional

Reports to: ESE Director	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: July 6, 2017	Job Code:
Position #: 45255	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Support and train Exceptional Student Education students by providing opportunities to develop self-determination and independent functioning skills for competitive employment. Personal characteristics required of all employees include professionalism, honesty, integrity, motivation, and the ability to build and sustain relationships with community partners.

- Frequent use of personal vehicle and/or cell phone for **Community Based Vocational Education (CBVE) On the Job Training (OJT)** Program. Occasional transport of a student or students.
- Participate in district professional development opportunities as related to needs of students and supported employment.
- CBVE**, on and off campus, for **OJT**: job creating and developing which includes school based enterprises, matching, building capacity, evaluating, observing, data collection and analysis, progress monitoring, and following-up with stakeholders.
- Organizing, submitting, filing, and maintaining required **OJT** documents, e.g: initial packet, work evaluations, observation/communication log, calendar/schedule, time cards, transition assessments, agency forms.
- Assisting the Instructor/s with students' transition planning: transition assessments, skill development: self-determination, independent functioning, job and employability skills; IEP meeting input, implementation of relevant IEP goals, agency referrals and status updates, weekly progress meetings, scheduling of **OJT** bus and students' work schedules, opportunities for **Community Based Instruction (CBI)**: mock interviews, job fairs, transition fair, visits to transition program for ages 18-21 and implementation of professional development knowledge.
- Collaborate and assist in transition compliance in regard to the **Workforce Innovation Opportunity Act (WIOA)** as an assigned **School District Representative (SDR)** for **Vocational Rehabilitation (VR) Student Transition Activities Record (STAR)** Program for all students with disabilities, ages 15-21.

Limitations:

- Job Coach Paraprofessional may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Job Coach Paraprofessional may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

ESE Director

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.

Preferred:

Keyboarding; operate data entry equipment, copiers and other office equipment.
Knowledge and/or Experience with ESE students

Physical Demands:

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.