

JOB COACH/BUS DRIVER

GENERAL STATEMENT OF DUTIES: Acts as on-site resource person and facilitator for students with disabilities to permit them to work independently within a community and transports those students to the worksite; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for serving as a resource and facilitator for students in connection with their performance and behavior on the job. This position differs from other positions dealing with children in school districts, in that it calls for intensive involvement with students who have emotional, behavioral and learning problems. Incumbents may be required to work a flexible schedule to accommodate the various work site schedules.

EXAMPLES OF WORK: (Illustrative Only)

Participates in required training sessions and applies training concepts to work environments while adhering to organizational policies and procedures;

Provides job training to participants at work sites facilitating the integration of the students;

Provides ongoing support and feedback to students regarding job performance and behavior at the worksite;

Interprets work setting procedures for the student as communicated by the on-site supervisor and co-workers;

Acts as liaison between students, on-site supervisor and school team members;

Prepares required documentation in a timely manner, i.e. daily case notes, monthly evaluations, records of attendance and performance;

Assists in development and implementation of routines and goals for students to ensure high level of progress;

Acts as bus driver responsible for transporting students.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in dealing informally with students with emotional, behavioral and learning problems; ability to carry out oral and written instructions; ability to express oneself effectively orally and in writing; ability to command the respect of others, with special emphasis on children and youth, excellent moral character and habits; mental alertness; trustworthiness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) (1) year of experience working with youths with disabilities; or (b) two years of work experience; or (c) a satisfactory equivalent combination of the foregoing experience and training sufficient to indicate ability to perform the work.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid license to operate a motor vehicle in New York State appropriate to the vehicle to be driven.

NOTE: In addition, candidates must indicate willingness to fulfill all requirements to drive a school bus as set forth in the Rules and Regulations of the New York State Commissioner of Education.

SPECIAL NOTE: Possession of CPR/First Aid within 90 days of hire, if required by the school district.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES #2
Greenburgh #11
J.C.: Competitive
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Job Class Code: S043