

## JOB COACH

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent of this class is responsible for serving as a resource and facilitator for students with disabilities in connection with their performance and behavior on the job. The incumbent acts as an on-site resource person assisting students with disabilities so that they can work independently at a work site within the community. 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. Does related work as required.

### **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 work site;

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; daily records of attendance and performance;

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

Assists in implementing a travel/training program using public transportation, as well as pedestrian safety to the students;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**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) one (1) year of experience working with youths with disabilities; or (b) two (2) years of general work experience.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid license to operate a motor vehicle in New York State. It is the responsibility of the appointing authority to ensure that the candidate possesses a valid driver's license appropriate to the vehicle driven throughout the course of employment.

ADDITIONAL SPECIAL REQUIREMENT: Possession of CPR/First Aid certification within 90 days of appointment.

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.