

AMADOR COUNTY OFFICE OF EDUCATION
JOB COACH WORKABILITY

DEFINITION

Under the supervision of the program administrator and the direction of a specific certificated staff member, to help train students participating in the Workability program in developing job skills; provide systematic training and supportive services to assist with maximum job retention and success.

PRIMARY DUTIES AND RESPONSIBILITIES

- Implements direct instructional plan for consumers at work site including specific skill training, ensures adherence to job contract requirements, provides training as needed in appropriate work behaviors.
- Train and supervise students in a work crew setting.
- Identify and respond appropriately to the needs of workers; report any concerns to the Vocational Technician.
- Collects data and maintains records, accurately and in a timely manner, as directed.
- Attends monthly Vocational Education meeting with special education staff.
- Take advantage of opportunities to expand and develop expertise and knowledge in areas necessary to meet job responsibilities and to improve job performance.
- Other duties as assigned by the Director of Special Education or designee.

GENERAL QUALIFICATIONS

Knowledge of:

Child growth and development principles.

Academic instruction/behavioral management.

Health care procedures. Training provided for specialized health care needs which do not require a health aide.

Ability to:

Work with students with learning disabilities and development delays in a caring and enthusiastic manner;

Demonstrated ability to communicate orally and in writing;

Ability to work independently;

Must possess a clean driving record

Respect the confidentiality of school related incidents and information.

Understand and carry out oral and written instructions.

Maintain cooperative relationships with those contacted in course of work.

Operate necessary program equipment.

Maintain accurate records.

Elicit optimum student performance.

Maintain positive attitude toward and control of students.

DESIRABLE SKILLS

One year of child/youth related experience or equivalent training.

EDUCATION AND EXPERIENCE

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The following is preferred:

*High school diploma or equivalent, additional training in child development or special education is desirable.
Displays competency in academic skills such as reading, writing, and computation (Proficiency Test).*

CERTIFICATIONS REQUIRED:

Standard CPR and First Aid Certificates

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which may include: lifting, pushing and/or pulling for at least a four hour period which does not exceed 50 pounds Must be able to tolerate a variety of working conditions (i.e., heat and cold when working outdoors). Must have stamina and fitness necessary to work safely on physical jobs like ground maintenance and custodial.

Mobility:

Positions in this class require the mobility to stand, kneel, stoop, reach, work overhead, and bend. Must be able to tolerate a variety of working conditions (i.e., heat and cold when working outdoors)

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 26 of the ACOE Classified Salary Schedule.