TITLE: **~~Para educator –~~ Job Coach – Vocational Services**

QUALIFICATIONS:

1. Has a ~~high school diploma or G.E.D. certificate~~ Bachelor’s Degree
2. ~~Completed two (2) years of study at an institution of higher education; or~~
3. ~~Obtained an Associate’s Degree (or higher); or~~
4. ~~Met rigorous standards of quality and is able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)~~
5. Has at least two (2) years’ experience working with students with disabilities to include behavior management and safety training
6. ~~Has and maintains certification in American Red Cross/American Heart Association CPR/AED/First Aid~~
7. Has the ability to lift and assist in moving children of various weights numerous times per day
8. Has demonstrated the ability or potential to communicate both verbally and in written form, and work effectively with students, parents, staff and ~~staff~~ the community

REPORTS TO: Director, Special Education and/or Coordinator of Special Education Vocational Services

JOB GOAL: To provide community ~~based~~ job development, training, placement and follow-up with individual students

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions related to job responsibilities
2. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
3. Successfully completes *annually* an in-service training program of at least twelve (12) hours
4. Work with student, caseload teacher, parent, and counselor to review student strengths/weaknesses, update assessment and to determine appropriate options for job placement
5. Contact employers in the community to secure appropriate evaluation, training, and placement sites for students
6. Work with caseload teacher and school counselor to develop a schedule which addresses school requirements and job training/placement opportunities
7. Use a variety of instructional approaches to teach pre-employment/work maturity and social/interpersonal skills
8. Provide students with career exploration opportunities and job readiness training to support various job explorations within the community
9. Keep accurate and up to date vocational profile documentation and monitoring of IEP goals and objectives as well as job placement progress
10. Collaborate with the Department of Vocational Rehabilitation and other agencies to insure successful job placement
11. Work collaboratively with employers and students to facilitate job training
12. Meet regularly with supervisor to discuss instructional program, student progress, and potential concerns or need for further instruction
13. Required certification and training in: CPR / AED / First Aide / American Heart / SCM Restraint and Seclusion, as determined by students needs
14. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade ~~03~~ 12)
* 6.5 hrs. per day
* 32.5 hrs. per week
* ~~179~~ 189 days
* 9 ¼ months
* Board approved 12-8-95, Revised: 1/9/2014