

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

JOB COACH/SCHOOL-SITE MONITOR

QUALIFICATIONS:

1. Education: Associates degree/60 credits – Certified New Jersey Substitute
2. Valid New Jersey Driver's license
3. Good communication skills and social skills necessary for desirable employee-employer relations.
4. Work experience, which entails occupational experience, knowledge of equipment, knowledge of basic safety rules, demonstrating a degree of proficiency in the use and care of materials and equipment common to the job area.
5. Experience working with high school age student (preferred).
6. Ability to work cooperatively with coordinators, employers, students and parents.
7. Knowledge or understanding of Federal Child Labor Laws
8. Willingness to wear appropriate dress as required by the work-site, example: hairnets, work shoes, safety glasses, etc.
9. Minimum of ten hours of training in ABA and Discrete Trial training.
10. Knowledge or understanding of Person Centered Approaches in Schools and Transition (PCAST) and Customized Employment.

JOB GOAL:

To support students, with disabilities, to function in the community and to acquire the necessary skills to become employable after high school.

REPORTS TO:

Director of Special Services

PERFORMANCE RESPONSIBILITIES:

1. Coordinates with the cooperating teacher the logistics and parameters of the individual student's work/school schedule, willing to learn contracts as set up by the Individualized Education Plan (IEP).
2. Orients the student to his/her respective job responsibilities. This would include work schedule, conditions, rules, breaks, facilities and expectations.

3. Communicates progress, both orally and in writing to the cooperating teacher and CST. This includes the monitoring and recording of identified competencies in the student's IEP.
4. Establish and monitor the student evaluation process through record keeping. Some examples would be: ensuring that training agreements are completed and signed; keeping records of student evaluations on file; and recording the achievement of academic, workplace skills and occupationally specific skills.
5. Models workplace skills if necessary yet promotes independence in the students. This entails both critiquing the student's performance and challenging the students to perform to the best of their ability.
6. Assist in the identification of the academic and occupational competencies to be attained by the students.
7. Serve as a liaison/mediator of any school-site/workplace conflicts. This may include reporting conflicts to the cooperating teacher coordinator and/or CST, helping to resolve those conflicts and recording the conflicts in the student's file along with the action taken for resolutions.
8. Monitor health and safety provisions, ensuring a safe work place and learning environment. Able to instruct students as to proper, safe work procedures and strategies.
9. Participate in Annual Review and Transition conferences as requested.
10. Will participate in training in ABA and Discrete Trail training.
11. Work directly with individual and groups of students to provide educational and behavioral assistance by utilizing the principles of ABA and discrete trail training.
12. Provide guidance and support to students to enhance his/her academic performance.
13. Assist in the implementation of a student's IEP.
14. Facilitate a student's social integration.
15. Monitor assignment completion and reinforces skills.
16. Collects and maintains student data.
17. Implement individual student programs.
18. Tally student responses and skill acquisition.
19. Possess a commercial driver's license with passenger endorsement if needed.
20. Perform other non-instructional duties as may be required, consistent with the position.

TERMS OF EMPLOYMENT: Twelve (12) month year; salary and work year established by the Board of Education.

EVALUATION: This position will be evaluated by the Director of Special Services with input from the cooperating classroom teacher(s), CST, and the building principal and his/her designee.

APPROVED: January 18, 2017