

**EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

JOB COACH ASSISTANT

QUALIFICATIONS:

1. Associates degree/60 credits
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. Willingness to wear appropriate dress as required by the work-site, example; hairnets, work shoes, safety glasses, etc.
8. Minimum of ten hours of training in ABA and Discrete Trial training.

REPORTS TO: Director of Special Services

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

PERFORMANCE RESPONSIBILITIES:

1. Supports the student in his/her respective job responsibilities. This would include work schedule, conditions, rules, breaks, facilities and expectations.
2. Communicates progress, both orally and in writing to the cooperating teacher, job coach and CST case manager. This includes the monitoring and recording of identified competencies in the student's IEP.
3. 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.
4. Assist in the identification of the academic and occupational competencies to be attained by the students.
5. 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.

6. Participate in Annual Review and Transition conferences as requested.
7. 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.
8. Will participate in training in ABA and Discrete Trial training.
9. Work directly with individual and groups of students to provide educational and behavioral assistance by utilizing the principles of ABA and discrete trial training.
10. Provide guidance and support to students to enhance his/her academic performance.
11. Assist in the implementation of a student's IEP
12. Facilitate a student's social integration.
13. Monitor assignment completion and reinforces skills.
14. Collects and maintains student data.
15. Implement individual student programs.
16. Tallies student responses and skill acquisition.
17. Possess a Commercial Driver's License with passenger endorsement if needed.
18. Performs 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 Job Coach/School-Site Monitor, CST and the building principal or his/her designee.

APPROVED:

January 18, 2017