



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

August 2013

Job Coach, Adult Transition Program

Definition

Under the supervision and direction of the Administrator, Special Education, the Job Coach, Adult Transition Program will provide work site support to students and assist in the daily instruction to adult transition students and related work as required.

Essential Duties and Responsibilities

- Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior at the work site using given assessment tools;
- Oversees and supervises students at the work site and in the community;
- Assists in the development of a variety of instructional materials to be used at the work site;
- Operates a variety of instructional media, office machines, and equipment;
- Maintains discipline at the work site and in the community;
- Follows instructional program as designed by the teacher;
- Understands and implements portions of the Individualized Transition Plan (ITP);
- Assists students, as needed, at the work site in learning self-care techniques;
- Assists in responsibility for procedures related to physical and medical needs (i.e., seizures, suctioning, etc.);
- Implements employment related accommodation plan at the work site as directed by the teacher;
- Documents work time as dictated by grant;
- Performs other duties as assigned.

Required Qualifications

- Have the knowledge, skill, and ability to perform each essential duty satisfactorily;
- Must possess a valid California Driver's License.

Training and Experience

- Equivalent to completion of the twelfth grade;
- Paid or volunteer experience working with youth in an educational or childcare setting, or any combination of training and experience that could likely provide the desired knowledge and abilities;
- Incumbents are encouraged to participate in courses, seminars, and workshops in the area of instructional services, psychology, or guidance such as behavior management, first aid, CPR, individualized instruction, and self help instruction.

Job Coach, Adult Transition Program - contd.

Knowledge of:

- First Aid and CPR;
- General concepts of child growth and development and child behavior characteristics;
- Working with youth who are disabled, low income, and/or English language learners;
- Techniques used in controlling and motivating students;
- English usage, punctuation, spelling, and grammar;
- Routine recordkeeping;
- Ability to implement behavior modification techniques with or without the presence of the teacher.

Ability to:

- Assume responsibility for supervising students in the work place and in the community;
- Adapt to an environment of quickly changing schedules;
- Provide feedback to teachers and Adult Transition Program staff regarding student performance;
- Perform routine clerical work and basic arithmetic calculations;
- Demonstrate an understanding, patient, warm, and receptive attitude toward students;
- Understand and carry out oral and written instructions;
- Maintain cooperative working relationships with students, staff, parents, and the general public.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 130
- School Year