

SPECIAL SERVICES SECONDARY JOB COACH

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To guide secondary students with disabilities in securing and keeping employment.

PERFORMANCE RESPONSIBILITIES:

1. Collects, organizes, and analyzes information about individual students to appraise their interests, aptitudes, abilities, and personality characteristics for vocational planning.
2. Guides individual students with disabilities to understand and overcome social and emotional problems in the work place.
3. Researches and implements training techniques.
4. Provides ongoing support, monitoring, and on-the-job training for students.
5. Provides pre-employment support including job specific skills and the process for securing employment.
6. Teaches communication skills, implementing student behavior and learning programs with the use of behavior modification and crisis intervention.
7. Assists with the physical demands of functional life skills and academic skills, in school and community settings.
8. Provides transportation in school approved vehicles for students to/from job site.
9. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: January 2016