



Job Description

POSITION TITLE: Job Coach (Temporary) #4018

SALARY PLACEMENT: Short Term Hourly Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent to the completion of the twelfth grade. Ability to carry out written and oral instructions. Communicate effectively with diverse populations. Spell correctly, use proper English, and make complete arithmetic calculations to a level appropriate for a high school graduate. Work independently. Be flexible and receptive to change. Ability to motivate students.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE

Two years of college preferred or equivalent combination of education and experience in vocational or special education. Previous work in a school district, county office of education or private industry. Knowledge of special education procedures and regulations. CPR/First Aid Training.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Possess a valid California Driver's License. Must have dependable transportation and be willing to travel within San Joaquin County. Ability to dress appropriately for the work/training site.

SUMMARY OF POSITION:

Under general direction of management personnel, the Job Coach assists a student trainee to learn and perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts. In addition to job-site training, the job coach must be able to perform a wide variety of tasks including vocational screenings, job advocacy, travel training and other services needed to assist the student trainee to maintain the employment.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Provide job coaching or additional support as needed.
2. Drive to school sites, businesses and agencies within San Joaquin County.
3. Coordinate student transportation to and from job sites.
4. Attend required staff meetings and in-service trainings.
6. Adhere to all policies, procedures, and special education law and grant requirements.
7. Complete required paperwork on time.
8. Related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit/stand for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.

5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work at a variety of community-based worksites, businesses and schools. They will come in direct contact with SJCOE staff, district staff, students and the public.

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