

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Job Coach

JOB CODE: 4299

DEPARTMENT: Exceptional Student Education

PAY GRADE: 15 (U1)

DATE: 09/27/02

BASIC OBJECTIVES

The individual will work as a job coach for exceptional students at a designated Project Victory site in the community. The specific job duties will be coordinated by the Project Victory Teacher at the site. The work will be performed under the general supervision of the Director for Exceptional Student Education at the District Office. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

JOB TASKS/RESPONSIBILITIES

1. Provides support services to students and teacher at the school site when necessary.
2. Provides student with assistance in acquiring specific job skills at the work site.
3. Provides students with assistance in acquiring basic employability skills as outlined in the student's transition plan.
4. Assists teachers in supervising students during arrival, departure, and lunch period.
5. Facilitates communication between student and job site employees.
6. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or an equivalent recognized certificate.
2. Completion of a minimum of two courses in post-secondary vocational training.
3. Minimum of three (3) years experience in working with adolescents with disabilities with a record of good attendance and punctuality. Previous experience as a Job Coach preferred.
4. Exhibit good verbal and written communication skills.

Prior revision date(s): 06/20/95