

## **JOB COACH**

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for providing supervision for developmentally disabled students at work. In addition, the employee coordinates and fosters the student/employer relationship. Work is performed under the supervision of higher level program personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Monitors job sites and observes skills, behavior and appropriate job performance of students;
2. Escorts students to work site, ensuring safety standards are met;
3. Instructs students on specific tasks to be performed on the job;
4. Encourages student maturity, self-esteem, job readiness, and positive communication with peers, employers, and co-workers;
5. Completes quarterly Progress Report checklist and reports results to teacher;
6. Assesses and evaluates students' job performance, including quality and quantity, as prescribed by established criteria;
7. Maintains records and prepares written reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Skill in dealing informally with students with emotional, behavioral and learning disabilities;  
Ability to network with community and private agency personnel;  
Ability to carry out oral and written instructions;  
Ability to express oneself clearly;  
Ability to prepare written material;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and: two years of full time paid or volunteer experience working with youth with emotional, behavioral, and/or learning disabilities.

**NOTE:** College education may be substituted for the required experience on a year for year basis (30 credit hours equal one year)

**SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's License.

AR0337

ADOPTED: 06/05/95 11/20/00 03/24/03 08/12/05

