



### **Inst Asst 3 / Job Coach**

#### **Purpose Statement**

The job of Inst Asst 3 / Job Coach is done for the purpose/s of providing support to the instructional program with specific responsibilities for developing work experience opportunities for special education students by maintaining liaisons with community businesses and organizations; recruiting presenters; assisting with the development of student pre-employment skills; providing information and/or direction to students; and promoting programs with staff and parents.

This job is distinguished from similar jobs by the following characteristics: Instructional Support.

This job reports to Principal

#### **Essential Functions**

- Assists vocational coordinator, teachers and related staff for the purpose of supporting lesson plans and/or developing students' vocational skills.
- Collects proper documentation for the purpose of meeting the required items for program participation and/or parent/guardian approval.
- Coordinates employer and school partners for the purpose of meeting the work education objectives.
- Counsels students in job search skills for the purpose of informing them of employment and career options.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of documenting activities and/or providing reliable information.
- Monitors student's job locations for the purpose of ensuring compliance with pertinent child labor laws, insurance guidelines, and safety.
- Monitors students performance in a variety of work sites according to program guidelines (e.g. visits job sites, obtain employer evaluations, serves as a liaison between employer and student, etc.) for the purpose of identifying areas requiring additional training on techniques and methods for maintaining solid work habits.
- Participates in a variety of meetings, workshops and committees (e.g. community sponsored events, on behalf of students, trains staff, award ceremonies, career events, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports and written materials (e.g. reports, instructions, memos, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Promotes the program to the business community, students, participants, teachers, parents, etc. for the purpose of defining the program objectives and opportunities for participation.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.
- Transports students for the purpose of assisting them in preparing for testing, interviews, and obtaining proper documentation to meet program objectives.

- Tutors students in vocational skills (e.g. work requirements, interviewing skills, etc.) for the purpose of enhancing their readiness for employment.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe practices in work sites and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping techniques; modern office practices and procedures; and pertinent federal/state labor laws and/or program requirements.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and meeting deadlines and schedules.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Meet NCLB requirements

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 3