

SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: ParaEducator/Job Coach

REPORTS TO: Building Principal

OVERVIEW: The job coach represents the school and serves as the liaison between the employment site, school, student and parents. The job coach will demonstrate the knowledge and skills to work effectively and maintain relationships with families, students, school personnel, employers and co-workers. Participates as a member of the team responsible for transition planning and vocational assessment for individual students.

QUALIFICATIONS:

- A. High school diploma or equivalent.
- B. Adheres to laws of confidentiality in all situations.
- C. Ability to work with others in a cooperative manner.
- D. Strong communication and organizational skills.
- E. Ability to take direction and work independently.
- F. Ability to use good judgment, common sense, think on one's feet and maintain professional behavior at all times.
- G. Prior experience working with students/young adults and computer skills desirable.

DUTIES & RESPONSIBILITIES:

- A. Collects and maintains data about the performance and behavior of individual students and confers with special education teacher & administrator(s) about student schedules, instructional goals, progress and performance.
- B. Participates as a member of the team responsible for transition planning and vocational assessment for individual students.
- C. Provides relevant employment information for inclusion in each student's vocational portfolio.
- D. Consults with school team members to assist with the design of individualized transition services, including competitive and supported employment or vocational training programs.
- E. Communicates effectively with employers and co-workers to ensure students are integrated into the work environment.
- F. Familiarizes the employers and co-workers with the needs of students and models appropriate interactions.
- G. Educates students about the cultural norms of the specific work environment (e.g. appropriate dress, reporting structure, attendance policies, employers, and co-workers).

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- H. Understands the legal rights and responsibilities of students with disabilities and their families.
- I. Analyzes job requirements, sequences daily tasks, observes and records data, and provides training at job sites using appropriate instructional interventions.
- J. Encourages student decision-making/self-advocacy regarding the identification of future career plans.
- K. Identifies environmental or job modifications necessary for the student to succeed in the workplace.
- L. Uses appropriate instructional techniques, such as reinforcement, cueing, prompting, modeling and fading.
- M. Assists in on-site observations to evaluate job performance.
- N. Records progress in a consistent manner and shares information with appropriate supervisory personnel.
- O. Assists students to learn appropriate work habits and performs jobs as specified.
- P. Follows health, safety and emergency procedures developed by the local school district and the workplace.
- Q. Ensures that students understand and abide by the health, safety, and emergency procedures developed by the local school district and the workplace.
- R. Assists students to become independent by modeling, monitoring and supporting positive behavior in the workplace.
- S. Recognizes environmental factors/situations that may precipitate negative or inappropriate behaviors and intervenes with appropriate behavior management techniques.
- T. Assists students to acquire positive social behaviors and work habits.
- U. Motivates students to work in a productive and competitive manner.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

SALARY: As set by contract schedule between Board of Education and the Somers Educational Support Association.

LENGTH OF WORK YEAR: 181 days

DATE: March 30, 2018