

NOTICE OF VACANCY

SHELBY COUNTY SCHOOLS

JOB TITLE: JOB COACH

QUALIFICATIONS:

1. High school diploma.
2. Working experience in the community.
3. Experience and/or interest in working with secondary students with disabilities.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Special Education Specialist

JOB GOAL: To work with employers to develop jobs within the community where students may be placed and also to provide the needed on-site job-skill training to students while students learn to perform the job.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the supervision and training of students placed in off-campus jobs.
2. Guarantee to the employer that the job will be done during the training phase by initially performing the job if necessary.
3. Provide temporary job-related support activities that students may need which are necessary to maintain employment status (i.e. counseling, initially assisting the school system with transportation to and from work, providing individual training in job related skills such as self help, social skills, mobility, and money management.)
4. Coordinate all activities with, and provide monthly reports to, the ADRS vocational rehabilitation counselor and school personnel.
5. Gather and review existing formal and informal assessment/evaluation information.
6. Observe students during in-school and/or community-based work experience.
7. Conduct situational assessments of individual students in real work settings.
8. Work with the VR counselor to assess the impact of Social Security Work Incentives on the student's SSI, SSDI, Medicaid etc.
9. Assist the VR counselor in developing and completing all needed work incentive

information.

10. Perform job placement activities to include task analysis of job duties, matching student's strengths and abilities to specific job duties, developing training plans, developing job support plans, developing fading plans and facilitating transportation needs.
11. Provide job-site training and development of job related supports. This would include orientation and assessment, initial training and monitoring of skill acquisition, and providing support until the student is stabilized in his/her job.
12. Be regular and punctual in attendance.
13. Maintain the confidentiality of all school-related business.
14. Perform other job-related duties during the school day as assigned.

TERMS OF EMPLOYMENT: Twelve-month contract (240 days). Salary according to appropriate current schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: \$30,214.68 - \$38,401.80 Annual

INTERESTED PERSONS SHOULD CONTACT: Complete classified application online at www.alsde.edu.