



REVISED:  
07/01/2012

JOB TITLE:	CAREER TECHNICAL EDUCATION/EXCEPTIONAL CHILD EDUCATION JOB COACH III
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8167
BARGAINING UNIT:	CLAR

**SCOPE OF RESPONSIBILITIES**

Under supervision of the program teacher, implements a comprehensive career exploration program for eligible students receiving services through the Exceptional Child Education (ECE) program.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Provides career assessment, functional vocational evaluation, and appropriate career exploration experiences for selected students receiving services through ECE

Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from the student's teachers and parents

Communicates consistently with program staff, businesses, teachers, parents, and vocational rehabilitation counselors

Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle)

Promotes program, interprets purpose to potential clients and interested persons in the community

Duties may include performance of health services, for which training will be provided

Maintains accurate evaluation records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate

Performs other duties as assigned by the designated supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree

Three (3) years successful experience in job coaching

Certification in Community-based Instruction or equivalent community training program

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Experience in working with community businesses to develop jobs that meet the specific needs of students with disabilities