Irvine Unified School District

JOB COACH

Career Link

DEFINITION:

Under the supervision and direction of the Career Link Program Staff, the job coach will provide work site support services to at risk secondary students including the disabled, economically disadvantaged, and/or English language learner.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior at the work site using given assessment tool.
- Oversees and supervises students at the work site and in the community.
- Assists in the development of a variety of instructional materials to be used at the work site.
- Operates a variety of instructional media, office machines and equipment.
- Maintains discipline at the work site and in the community.
- Follows instructional program as designed by the teacher .
- Understand and implement portions of the Individualized Transition Plan (ITP).
- Assists students at the work site, as needed, in learning self-care techniques.
- Assist in responsibility for procedures related to physical and medical needs i.e., seizures, suctioning, etc.).
- Implement employment related accommodation plan at the work site as directed by the teacher.
- Document work time as dictated by grant.

QUALIFICATIONS GUIDE
Knowledge of:

- First Aid and CPR.
- General concepts of child growth and development and child behavior characteristics.
- Working with youth who are disabled, low income, and/or English language learners.
- Techniques used in controlling and motivating students.
- English usage, punctuation, spelling and grammar.
- Routine record keeping.
- Ability to implement behavior modification techniques with or without the presence of the teacher.

ABILITY TO:

- Assume responsibility for supervising students in the work place and in the community.
- Adapt to flex in an environment of quickly changing schedules.
- Provide feedback to teachers and Career Link Staff regarding student performance.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward students.
- Understand and carry out oral and written instructions.

- Maintain cooperative working relationships with students, staff, parents and the general public.

TRAINING AND EXPERIENCE:

- Equivalent to completion of the twelfth grade. Paid or volunteer experience working with youth in an educational or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities.
- Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance such as: Behavior management, First aid, CPR, Individualized instruction, Self help instruction.
- Must possess a valid California Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, reach with hands and arms, and taste or smell.

The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions.

The noise level in the work environment is usually moderate.

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Return to top

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