

TITLE: Job Coach/Technical Tutor

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Licensed as Technical Tutor. After initial licensure, needs 102 clock hours of continuing education every five years.
3. Verbal and written skills, clerical perception and the ability to work with people.
4. Ability to make sound judgments, to handle student discipline appropriately, and to be able to understand and meet the needs of the special needs students. Able to lift 50 pounds.
5. Experience with Microsoft Office Products.
6. Demonstrated aptitude for the work performed.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Teacher – Work Experience Coordinator for Handicapped.

JOB GOAL: Assist the students so that they may be provided an environment in which they can take full advantage of the instructional program and available resources.

PERFORMANCE RESPONSIBILITIES:

1. Become familiar with each assigned client's strengths and limitations. Assess how strengths and limitations may affect the client in their role as a worker. Develop plan to maximize strengths and allow growth in areas that are limited on the job site.
2. Review case histories (written and verbal information) with Work Experience Coordinator – Handicapped.
3. Communicate with parents in regard to likes and dislikes of the student to help make best possible job match.
4. Systematically analyzes job tasks and work environments so as to plan appropriate training, supervision and support services for people placed into supported/independent employment positions. Breaks jobs/tasks down into teachable parts.
5. Identifies possible learning barriers and determines most suitable training methods for each supported/independent employee. Keep up-to-date with knowledge concerning the particulars of disability/syndrome.
6. Introduce jobs/tasks systematically to learner. Implements and revises training plans and methods to obtain desired job performance and work behaviors.
7. Modifies or restructures job duties or work environment to accommodate the job performance needs of each worker with employer's permission.
8. Observes and records employee job performance and work behaviors for required reports.
9. Promotes the Work Experience Program for students with special needs through:
 - Explaining the responsibilities, opportunities and operation of the Work Experience Program to parents and perspective employers.
 - Researching and developing job sites to provide appropriate opportunities for clients in the Work Experience Program.
10. Directly observe clients at the job site and other settings. Establish supportive relationships with clients, parents, employers and fellow workers on the various job sites.
11. Learn how to communicate with client by verbal or other means. Help client to establish a means of communication in the work environment. Communications need to insure socially acceptable methods to deal with work issues, safety issues, and the appropriate person to person interaction, normally experienced in a work setting.

12. Assures program performance is in compliance with all applicable federal, state, local and contractual standards. Secures feedback from supervisors and co-workers regarding employees' job performances.
13. Assist, develop and implements plans for including supervisors and co-workers in the daily job routine of the employees. Assist, develop and implements fading plan by gradually turning over supervision and support to natural front-line supervisors and co-workers.
14. Serve as role model for clients in the Work Experience Program.
15. Acquaints supported/independent employee with work setting, facilities, building layout, break rooms, lockers, time clock, etc.
16. Assures employers and employees are satisfied with the working arrangement.

Services for Employers:

- Teach employer the best approach to train student employee based on the specific disability, maintaining continuity with family systems and known teaching methods.
- Develop task list for job duties reinforced with hands-on step-by-step site training.
- Work with student on job specific skills--i.e. counting change, data entry, etc.
- Maintain contact with employer as needed (daily, weekly, as needed).

Services for Employee:

- Teach the student the job requirements.
- Teach work-based concepts such as work culture, verbal/non-verbal language.
- Modify job site to accommodate needs of student and to fulfill job requirements.

17. Provides advocacy support services to assure rights of employee are protected at the work site.
18. Coordinates agency services for the Special Ed Department through the following activities:
 - Arrange meetings between agency representatives (Rehab services, Central MN Jobs and Job Training Services) and students.
 - Collect from students and mail agency application forms to the appropriate agencies. Secure release of information forms as needed and follow-up with school records as requested by agencies.
 - Provide data as needed to agencies to demonstrate continued eligibility of students for agency services.
 - Scheduling appointments.
 - Securing needed paperwork for eligibility.
 - Providing requested data needed for progress monitoring.
19. Maintain confidentiality as per mandated data privacy laws.
20. Other duties as assigned.

TECHNICAL TUTOR

1. Provide technical tutoring in math, reading, communication, behavior and/or specific vocational skills needed for success in career and technical education classes.
2. Provide instruction in related math, reading or communication skills needed for success in classroom work.
3. Assist the student in understanding the student's education and employment potential and capabilities.
4. Reading tests to students who have difficulty with written comprehension.
5. Teach students the use of the computer and programs such as Word Perfect, MCIS, Discovery, etc. Assist students in the Computer Lab during Employment Skills Class time and whenever they are available to complete any unfinished class work.

EQUIPMENT USE:

Typewriter, computers, duplication machine, telephone, shredder and any other equipment required for the student to adequately perform on their job training or for the completion of classroom assignments.

TRANSPORTATION:

Transport students on field trips, interviews, to job sites and any other related work experience situation. Observe Chisago Lakes District Transportation policies in the use of vehicle, including safety requirements. Arrange for the students to access Heartland Transportation. Maintain an accounting of the use of County Transportation.

ASSIST WORK COORDINATOR:

Reports to and communicates with the Work Experience Coordinator for students with special needs for program delivery with the following job responsibilities:

- Data Management.
- Independently responsible for mailings to employers, parents, students and government agencies.
- Grading and evaluations. All computer grades - Recording and graphing of vocabulary probes.
- Provide employers with data as allowed by signed release of information documents.
- Fund Raising for the Work Experience Club.
- Attendance in the Employment Skills Class 1 & 2 when required. Job Coach (one-on-one) Independent Studies in ESS.

OTHER

The Job Coach/Technical Tutor position works with students in the Level 4 Program, Independent Living Program and the Work Experience Program. The challenges the students are dealing with include: Emotional, mental, intellectual and physical issues.

Day to day situations require the Job Coach to exercise good judgment, problem solving skills, communication skills, interpersonal skills, to be flexible and patient with people, be able to set priorities and to follow through with fairness and consistency.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.