

Job Coach  
Job Description

TITLE: Job Coach

QUALIFICATIONS: High School Diploma

REPORTS TO: Director of Special Education, Assistant Director, and/or Coordinator

FUNCTION: To provide direct supportive services to the students and staff in the Vocational Special Education programs.

RESPONSIBILITIES

1. Locates and evaluates training sites and jobs for eligible students.
2. Orients, trains and supervises students at their training sites.
3. Provides periodic checks with training site employers regarding student performance on the job.
4. Prepares attendance reports.
5. Orients and trains students to related independent living activities.
6. Performs other duties as indicated by student schedules and daily differential programming as assigned by the Vocational Coordinator or Program Coordinator.
7. Other duties as assigned by the Director or Program Coordinator of Special Education.

EVALUATION:

Annually by the Program Teacher or Coordinator and shall be an ongoing process.