Holy Childhood
Job Description

JOB TITLE: Job Coach - School
REPORTS TO: Director of School Program/Work Based Learning Coordinator
HOURS/STATUS: Full-Time/Non-Exempt

JOB SUMMARY
The Job Coach will provide educational services in a work environment for students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Provide on-the-job training to students on the work site.
- Identify supports and adaptations as needed.
- Understand each student’s IEP and vocational objectives designed for the work site.
- Communicate with the Work Based Learning Coordinator about job training sites on a systematic and consistent basis, including problems and concerns.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Follow Agency policies for protecting the health, safety, and well-being of students.
- Collect and record data about student performance including progress towards goals.
- Take instruction from your supervisor which may include task analysis.
- Facilitate communication with employers as appropriate which may include, schedule adjustments, changes and feedback of student and staff performance.
- Serve as a link between the school and community work site setting.
- Transport students to and from the work site in Agency vehicle.
- Attend School Program staff and in-service meetings.
- Complete all necessary paperwork and work summary reports regarding students
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with students, families, community members, and co-workers.
- Other duties may be assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of a successful employment history; an individual focused attitude; excellent communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Must be able to lift, push, and pull 50lbs. Must have a valid NYS driver’s license and have the ability to be and maintain designation as an Agency Authorized Driver.

EDUCATION and/or EXPERIENCE
Must have a New York State Education Teaching Assistant Certification. Experience working with young adults with developmental or intellectual disabilities in work settings strongly preferred.

EQUAL OPPORTUNITY EMPLOYER
Holy Childhood provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race,
color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**BENEFITS OFFERED**

- Health Insurance
- Life Insurance (Agency pays premium, plus voluntary employee-funded additional coverage available)
- Dental Insurance (Voluntary employee-funded)
- Vision Insurance (Voluntary employee-funded)
- Health Savings Account
- Flexible Spending Account
- Paid Time Off
- Sick Time
- Holiday Time (generous holiday schedule)
- 403 (b)

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

_________________________________   __________________________
Employee Signature      Date