

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Job Coach

- QUALIFICATIONS:**
1. High School Diploma
 2. Ability to relate well to individuals with disabilities and to work cooperatively with educational professionals, private businesses, customers, and/or non-profit organizations.
 3. Highly collaborative with ability to follow directions and work with minimal supervision.
 4. Demonstrated organizational, communication and interpersonal skills.
 5. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
 7. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction/Special Services Supervisor or his/her designee.

JOB GOAL: To train students to develop skills necessary to work independently and safely in accordance with an employer's performance standards

PERFORMANCE RESPONSIBILITIES:

1. Develops strategies to individualize training based on students' needs in accordance with the IEP.
2. Reports to the work site work and trains students to develop the following work related skills:
 - a. Reporting to work on time, properly dressed and groomed, ready for work.
 - b. Following procedures for reporting to and leaving the work site.
 - c. Establishing and following a daily work routine.
 - d. Developing specific job skills in accordance with the employer's standards.

- e. Modeling appropriate work-related behaviors.
 - f. Collecting and maintaining work related data for attendance, timesheets and other information required by the employer.
 - g. Interacting appropriately with supervisor, co-workers and customers.
 - h. Developing increased proficiency in job skills for independence on the job.
 - i. Communicating effectively to address unanticipated situations.
3. Assists the student in social integration and self-advocacy skills.
 4. Serves as an advocate for students with employers and co-workers in the areas of mutual acceptance, cooperation, and accommodation.
 5. Provides oral and written feedback to the student, district, parent, supervisor and transition coordinator regarding job progress and employer requirements.
 6. Reviews reports with supervisor, transition coordinator and student providing input regarding student performance and program changes.
 7. Maintains a heightened level of awareness of safety conditions reporting unsafe conditions and injuries in a timely manner.
 8. Performs such other duties as may be prescribed by law or assigned by the Superintendent.

TERMS OF EMPLOYMENT: Employment on an as needed, per case basis. Hourly rate and benefits to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approval

Initial: 5/2/2007