



Job Coach

STARTING DATE: 2019 - 2020 School Year

REPORTS TO: Supervisor of Special Education Services

WORK YEAR: 185 days as per Board-adopted calendar

SALARY RANGE: Appropriate step on salary schedule - Commensurate with experience

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma
- CDL/Bus Driver's certification to transport students for community-based instruction or ability to obtain
- Ability to instruct high school students with disabilities on job and employability skills at a worksite
- Ability to prioritize multiple tasks
- Proficiency with technology
- Effective planning, organizational, and problem solving skills
- Excellent oral and written communications skills
- Ability to develop positive working relationships with students, staff and area employers
- Three years successful work experience
- Experience working with people with disabilities is preferred
- Documented evidence of a clear criminal record
- Maintain a valid driver's license; meet all prerequisite and ongoing qualifications to be covered by District's insurance carrier

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Develop a job analysis for each job and environment assigned. Revisions expected according to students need and business need
- Provide on-the-job training for the students using differentiated instructional techniques
- Provide supervision for students at school and business site
- Consult with business and co-workers regarding issues related to essential job functions in relation to students
- Establish and maintain positive rapport with supervisory personnel and coordinate efforts with the administration of the program and the host industrial/business site
- Maintain ongoing communication with the administration, business site, students, and families of the students
- Complete all required documentation per established procedure
- Must meet driving requirements to transport students to and from job sites in a safe and lawful manner
- Obtain an Educational Aide certificate
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Establish and maintain open lines of communication with students and their parent/guardian concerning classroom performance and behavior
- Utilize Board approved course of study as the basis for instruction
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

DEADLINE: Open until filled. Submit letter of interest, Penta application, transcripts, and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551