

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** ESE Job Coach

**EMPLOYEE CATEGORY:** 5/Instructional Support Personnel

### **QUALIFICATIONS:**

1. Possess a high school diploma or higher education degree.
2. Have a current Commercial Drivers License or be willing to obtain one.
3. Have the ability to coordinate responsibilities under the direction of the ESE teachers who have students associated with the ESE/Work Experience Program.
4. Have completed job coach training or be willing to obtain this training.
5. Have the ability to work with students enrolled in exceptional education classes.
6. Have the ability to work with business and community members.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

**REPORTS TO:** Principal

### **JOB GOAL**

Guide and direct ESE work experience students through employability skills training and on-the-job experience using approved methods, materials, and practices within the general education goals of the Wakulla County School Board.

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. Facilitate the delivery of prescribed work experience curriculum to students identified for the program.
2. Assist in evaluating each student upon entry and monitoring progress using instruments provided.
3. Recommend books and materials necessary for implementing program curriculum.
4. Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
5. Establish individual files on each student that contain entry and program evaluations; classroom and on the job attendance; disciplinary records; and employer job performance evaluations.

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6. Develop, maintain and utilize a community resource file.

7. Develop job training plans for each student.
8. Facilitate job placements by contacting local business owners or agency directors in order to provide them with information on the goals and objectives of the ESE/Work Experience Program.

### **Inter/Intra-agency Communication and Delivery**

9. Maintain records and reports in auditable form under the supervision of the classroom teacher.
10. Treat students and adults with consideration and respect.
11. Encourage students to do their best.
12. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
13. Use classroom management techniques conducive to an effective classroom environment.
14. Assist in maintaining positive relationships between the school and parents.
15. Communicate effectively orally and in writing.
16. Collaborate with peers to create quality instructional environment.
17. Participate in training programs and inservice.
18. Assist peers in acquiring knowledge and understanding of particular area of responsibility.
19. Use effective, positive interpersonal skills.
20. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

### **Employee Qualities/Responsibilities**

21. Maintain a clean and orderly environment for students.
22. Manage time efficiently.
23. Perform assigned clerical and bookkeeping duties.
24. Prepare and maintain requested/required reports and records.
25. Work closely with teacher or other professionals.
26. Demonstrate support for teamwork.
27. Maintain confidentiality regarding student information.
28. Demonstrate integrity through ethical behavior.
29. Perform job responsibilities in a timely and consistent manner.
30. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

### **System Support**

31. Provide student supervision as assigned, following appropriate training.
32. Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
33. Assist students with personal hygiene, health and safety issues, or grooming if required.
34. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.

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35. Participate in all required pre-service and post service activities.

36. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
37. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Heavy Work

Exerting 100 pounds or more of force occasionally and/or 50 pounds of force regularly to move objects or individuals. In an emergency worker may be required to restrain a physically active individual as a temporary safety precaution.

**TERMS OF EMPLOYMENT:** School Year

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION:** Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** 41