

JOB COACH

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for developing job sites and providing supervision for Special Education students at work. In addition, the employee coordinates the student/ employer relationship. Work is performed under the supervision of higher level program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in locating appropriate job sites tailored to the needs of each student;

Assists in providing necessary training to employers to facilitate supervision of students with disabilities;

Instructs students on specific tasks to be performed on the job;

Assesses and evaluates students' job performance, including quality and quantity, as prescribed by established criteria;

Provides counseling pertaining to seeking employment, good work habits and job retention;

Establishes and maintains communication between students and employers;

Maintains records and prepares written reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of available community employment resources; skill in dealing informally with students with emotional, behavioral and learning disabilities; ability to carry out oral and written instructions; ability to express oneself clearly; ability to prepare written material; patience and tolerance; positive attitude; tact and courtesy; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. A bachelor's degree or higher which includes or is supplemented by a minimum of thirty (30) semester credit hours in education and/ or behavioral sciences; **OR**
- B. An associate's degree which includes or is supplemented by a minimum of thirty (30) semester credit hours in education and/ or behavioral sciences and two (2) years of full-time paid, or its part-time equivalent, experience working with individuals with emotional, behavioral and/ or learning disabilities.

ULSTER COUNTY
3745 JOB COACH
Classification: Competitive
OA

Adopted: November 30, 1994
Revised: February 2, 1999