Job Title:	Special Education Job Coach	**Wage/Hour Status:**	Nonexempt
Reports To:	Principal and teacher(s)	**Pay Grade:**	
Dept./School:	Campus assigned	**Date Revised:**	June 30, 2011

Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in special education/vocational setting. Provide direct support to a student at a job site, to enhance the success of this student within an employment training setting. Assist with the classroom programs including self-help, behavior management, and instruction. Work under the general supervision of the Vocational Adjustment Coordinator, Special Education Coordinator, and Special Education Director.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas educational aide certification
Valid Texas Driver's License and good driving record

Special Knowledge/Skills:
Ability to work with students with special needs
Ability to follow verbal and written instruction
Ability to communicate effectively
Knowledge of general vehicle maintenance and record keeping

Experience:
Two years experience working with children

Major Responsibilities and Duties:

Instructional Support:

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

Student Management:

6. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.

7. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
9. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
10. Work with individual students or small groups to fill out job applications, interface with business managers for interviews, learning specific job duties, scheduling and job performance.
11. Help supervise students throughout the school day, inside and outside the classroom.
12. Assist students with disabilities in job training/employment and community-based instructional sites (para-professionals' driving records must pass a check and vehicle operation is limited to Mansfield ISD vehicles).
    - Analyze the job to be performed
    - Implement systematic instruction and data collection procedures at the work site
    - Remain on-site with the worker

Other:

13. Abide by the rules of confidentiality and refer any questions regarding a student back to the Special Education professional responsible for that student.
14. Uphold and enforce federal, state, and local policies, procedures and guidelines and specific campus procedures and guidelines.
15. Work cooperatively with campus and district personnel and job site personnel.
16. Drive school suburban in order to transport student to and from their assigned vocational job site.
17. Contribute towards a positive and professional learning environment in the school and on the job site.
18. Participate in staff development programs, faculty meetings and special events as assigned.
19. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Wheelchair lift, ramp, personal computer, copier, typewriter, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting or students. Biological exposure to bacteria and communicable diseases.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.