

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey 07436**

JOB DESCRIPTION

Title: Job Coach/Aide

Organizational Relationships: Evaluated by Supervisor of special education, principal and other appropriately certificated administrators/supervisors as designated by the superintendent.

Primary Function: Assume responsibility for instruction/job coach of assigned students in accordance with district, school, and program goals. Objectives and standards as approved by the Board of Education

Major Responsibilities:

1. Coaches and facilitates students' integration in work or community instructional sites.
2. Act as a classroom or individual aide and assist in implementing classroom instructional plans under the direction and supervision of the teacher.
3. Assists students in identifying career goals by developing a student portfolio that includes interests, preferences, and strengths in an occupational area, situational assessments in community based settings, prior work based learning experience, prior records, etc.
4. Assists students in pre-placement activities such as travel training, pre-employment skill development, work related skill development, linkages to other support services (i.e., special transportation, SSA Work Incentives, personal care attendants, etc.).
5. Consults with structured learning experience teacher, rehabilitation counselors, transition specialists, job developers, etc. to implement strategies that are designed to meet the needs of individual students in supported or competitive employment situations.
6. Assists students to obtain appropriate job placements, meet with potential employers and students to facilitate hiring.
7. Implement instructional strategies that are designed in conjunction with the transition and DVRS counselor that will prepare students to learn all aspects of a job as specified by an employer.
8. Assists students in developing good work habits including reliability, punctuality, following directions, communicating with co-workers, following safety procedures and other work rules set by the employer.
9. Familiarizes the employer with the diverse needs of the students.
10. Records information about students' performance and progress and shares this information with other members of the interdisciplinary team.
11. Records progress and anecdotal information in accordance with the goals and objectives on a student's IEP and/or IWRP.
12. Maintains records about students' attendance.
13. Prepares students to live and work in the community by preparing them to use public transportation, etc.

14. Performs other tasks assigned by the lead transition teacher including job development, task analysis, matching of job with students' characteristics, transportation training and monitoring other students' progress.
15. Serves as a liaison between student and other community based resources.
16. Provides ongoing support to students and assists in retraining, etc.
17. Functions as part of an interdisciplinary team that develops and implements supported employment activities for each student.
18. Maintains confidentiality about all aspects of a student's disability and performance including written and oral reports.
19. Demonstrates a respect for the legal and human rights of students.
20. Follows health and safety procedures established by the district, DVRS, and the employer.
21. Serves as a role model for the students.
22. Performs such other duties as may be assigned from time to time by the Supervisor of Special Education or his/her designee.

Illustration of Key Duties: (See Criteria for Evaluation of Aide/Job Coach)

Qualifications:

1. High School Diploma
2. Commercial driver's license preferred (or within 6 months of employment)
3. Participation and successful completion of either an in-service job coach training or accreditation from UAP Employment Specialist training (within 1 year of employment)
4. Good organizational and record keeping skills
5. Knowledge of ADA and other employment related disabilities legislation
6. Ability to communicate effectively with various employees on behalf of students with disabilities
7. Such alternatives to the above qualifications as the Board deems appropriate and acceptable under state law

Term of Employment: Ten-month and extended school year if appropriate, in accordance with contractual arrangements as approved by the Board of Education.

Evaluation: According to State Statutes, *N.J.A.C. Title 6*, Board Policy and Procedures.

References: Article VIII, section IV, Paragraph 1, New Jersey Constitution, *N.J.S.A. 18A:11-1 27-4, N.J.A.C. 6:3-1.21*.

Approved: May 24, 2010