

FALLBROOK UNION HIGH SCHOOL DISTRICT

JOB COACH / WORKABILITY PROGRAM ASSISTANT

DEFINITION: Under direction, assist in the coordination of activities of assigned training and employment related tasks for disabled students.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Work with individuals and small groups regarding pre-vocational/vocational needs and other essential job related work as required in the community.
- Serve as liaison between employer and instructional staff.
- Student Employment Preparation: Work Permits, interview techniques, hiring techniques, employer expectations, W-2's, resumes, applications, employment eligibility forms (I9), and other paperwork requested by employers.
- Job coaching at work site with students.
- Maintenance of student placements, records and evaluations and employers contacted.
- Transportation, mobility training (must be District approved licensed driver).
- Assist Workability staff with state's year-end report package.
- Public relations with employers, parents, media and district/site staff.

EXPERIENCE, EDUCATION, KNOWLEDGE & ABILITIES:

EDUCATION & EXPERIENCE: High School Diploma or Equivalent. Experience working with persons with special needs.

KNOWLEDGE OF: Office skills, typing, computer processing. Public relations. Communication skills.

ABILITY TO: Establish and maintain behavior expectancies; learn and interpret laws and regulations related to employment; maintain detailed and accurate records, operate a computer and computer software; analyze situations carefully and adopt effective courses of action; work effectively in the absence of direct supervision; communicate effectively, both orally and in writing; instruct both individuals and groups; establish and maintain cooperative working relationships with community members, parents, students, staff and administration; willingness to commit to some after school hours; willingness to assist with personal care needs; willingness to obtain CPR and first aid training.

LICENSES, WORKING CONDITIONS, AND OTHER REQUIREMENTS:

- Must hold a valid California Drivers license.
- Must be comfortable in office, classroom, training, and field environments.
- Be able to work in multiple facilities and a wide variety of environments.
- Be willing to drive a vehicle to conduct work

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Ability to understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to understand a normal conversation in person or on the telephone

- Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner
- Ability to sit, stand, stoop, kneel, bend and walk
- Ability to sit or stand for sustained periods of time
- Ability to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds occasionally. Able to push and pull objects such as an occupied wheelchair
- Able to exhibit full range of motion for shoulders, elbows, back, hips and knees

SUPERVISOR: Director of Workability I Program
Evaluator: Special Education Coordinator
Salary Range: 14
WORK YEAR: 3.5 hours per day /9.5 Months per Year

(3/22/02)