

**TITLE:** Transition Job Coach

**QUALIFICATIONS:** Bachelor's degree; experience working with the public; knowledge of the community

**REPORTS TO:** Director of Special Education

**JOB GOAL:** Develop relationships with local business and industry for the placement of students to develop work skills and possible future employment opportunities; provide job skills to enhance student marketability for employment

**PERFORMANCE RESPONSIBILITIES:**

1. Gather and review existing formal and informal assessment/evaluation information.
2. Conduct situational assessments of individual students in real work settings to gather pertinent information (e.g., job choice/preference, work strengths, response to instruction/training methods, job accommodation needs, job modification needs, extended support needs, response to coworkers, endurance, speed, reinforcement needs, etc.) as part of job development and placement for a student.
3. Assist with development of school based learning for students who are on the Alternate Achievement Pathway.
4. Develop work based learning experiences (paid or unpaid) in the community for students who are on the Alternate Achievement Pathway.
5. Observe students during in-school and/or community-based work experience, during classroom activities, at home and other current school and community environments.
6. Assist VR counselors in referring SSDI beneficiaries and SSI recipients to certified benefits counselors PRIOR to employment.
7. Assist in obtaining and securing documentation needed for work incentive development and implementation (for example, wage records, transportation receipts and other items needed by the benefits counselors).
8. Work with the VR Counselor to assess the impact of the receipt of Social Security benefits, Work Incentives on the student's SSI, SSDI, Medicaid etc.

9. Assist the VR Counselor in developing and completing all needed work incentive information.
10. Develop competitive integrated employment sites for students who are in the exiting year of school based on student's interests and abilities.
11. Assist VR Transition Counselor developing career fairs, job fairs, self-advocacy training, independent living training, field trips to post-secondary educational settings.
12. Assist VR Transition Counselor with providing job readiness (resume writing, interview skills, completing applications, etc.) as needs to students with disabilities in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades.
13. Attend IEP meetings to give ongoing input to transition plan, when invited.
14. Participate in the Discovery process to identify strengths, abilities and interests of students with most significant disabilities who are participating in a Supported Employment program.

**TERMS OF EMPLOYMENT:** Twelve-month contract. Salary and work year to be established by the local Board of Education.

**EVALUATION:** Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluation.