

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

TITLE: Aide, Special Education Job Coaches

QUALIFICATIONS:

1. High school diploma or equivalent; 2 years (usually 48 hours) of college-level coursework or passing of a competency assessment required.
2. Demonstrated ability to work well with others, especially student employers.
3. Knowledge of child growth and development and appropriate classroom practices preferred.
4. Ability to understand the jobs for which students are being trained.
5. Demonstrate punctuality when reporting to bus and job sites.
6. Ability to maintain basic files and records.
7. Ability to understand and follow oral and written instructions.
8. Ability to work on site during the hours required.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports To: Principal/Department Chair/ Structured Learning Experience Teacher /Transition Coordinator

General Duties and Job Goals: To assist in the special education program by working with individual and/or small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's transition to work program. Job Coaches work with students and employers to increase student job skills and resolve obstacles to work performance, e.g., social interaction conflicts, knowledge of workplaces and their environments, transportation issues, and changes in job expectations. As student develops job skills, move to indirect monitoring while role modeling and demonstrating successful employee behaviors.

Responsibilities for aides assigned as Job Coaches.

In conjunction with the duties of a special education aide:

1. Provide direct supports to students with exceptional / special education needs as specified and mandated through their Individual Education Plans;
2. Accompany students to work sites & observe their performance and oversee their work training
3. Assists with the collection and maintenance of records and data relevant to the Work Study Program i.e. Evaluations, Sign in sheets, Personal Journals;
4. Monitor activities and behaviors of the students under their supervision during program activities to ensure physical and environmental safety, or for the purpose of reporting on critical / behavioral accidents or incidents;
5. Provide explanations, examples and instruction to students consistent with program objectives and standards, reinforce skills according to individual and group needs as per direction given by Coordinator.;
6. Work to communicate the needs of the school and the students to student employers;
7. Assist students with the understanding of rules and regulations.
8. Assist the case manager with Community-based instruction within and outside the school building,
9. Help to train the student in meeting the employer standards and expectations as established;
10. Accompany student to appointments, job sites, or other off-campus activities to assist in assessing daily living, employability, and social developmental needs, i.e. Community Based Instruction;
11. Work to resolve obstacles to student work performance, e.g., social interaction conflicts, transportation issues, and changes in job expectations;
12. Conduct data collection as required;
13. As students develop job skills, move to indirect monitoring while role modeling required behaviors;
14. Work to resolve obstacles to student work performance, e.g., social interaction conflicts, transportation issues, and changes in job expectations,
15. Transport students during regular school hours, as required, via available transportation programs.,
16. Maintains student confidentiality;
17. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education and the MEA.

EVALUATION: Annually in accordance with the board's policy on evaluation of non-certified staff.

REVISED: 2002, 2006, 2010