

INSTRUCTIONAL ASSISTANT - EMPLOYMENT COACH

DEFINITION

Under general supervision of the principal, or as directed by a certificated employee, to provide job development and supported employment services to students with Special Education needs and to do related work as required.

EXAMPLES OF DUTIES

Provide support and assistance to Special Education students for training, placement, and maintenance of jobs, including mobility and job training; observe and report job performance; interface with employers, care providers and others concerning job training and performance; assist in the development of employment opportunities, including on-site contact with present and potential employers; may conduct career assessments and inventories and career exploration activities; keep records and perform clerical tasks as required; attend required meetings and in-services and do related work as required.

QUALIFICATIONS

Knowledge of

Behavior and characteristics of Special Education students; supervision and motivation of Special Education students; correct oral and written usage of English, spelling and simple arithmetical calculations; and vocational and habilitation job training principals and practices.

Ability to

Work with Special Education students; follow procedures concerning development and implementation of supported employment opportunities; compile and maintain accurate records and reports; understand and carry out oral and written directions; establish and maintain cooperative working relationships; travel to various sites in personal vehicle; work a flexible schedule including evenings or weekends.

Experience

One year of experience as an instructional aide, preferably with Special Education students, which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License required.

Board Approved: June 11, 1991

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005