

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPECIAL EDUCATION, JOB COACH/JOB DEVELOPER, LEVEL IV

REPORTS TO: Director of Special Education, or designee

RESPONSIBILITIES:

Student and Staff Support

1. Supervise, under the direction of a certificated staff member, student learning activities and monitor student behavior at job placement site
2. Assist students in job placements, vocational training in community-based sites, job coaching, and job shadowing.
3. Transport students when appropriate.
4. Travel to different work sites and schools to work with students, employers, special education supervisor, and other support staff.
5. Implement specific student academic, social, physical, and/or safety learning objectives as directed.
6. Attend and participate in required meetings and case conferences; meet regularly with special education vocational advisors and transition coordinator.
7. Coordinate activities with building vocational advisor and management of the work site.
8. Assist with implementing student behavior plans, e.g., implement rules, expectations, levels of consequences, and phase system components, etc., as directed.
9. Assist students and staff in using occupational and career materials, specific program information, and equipment.
10. Assist students with a wide variety of academic/vocational assignments and/or instruction-related work in the classroom and community.
11. Maintain files, data, and attendance as required by program specifications.
12. Meet with students on a regular basis to review evaluation forms and to discuss their progress in the training program.
13. Participate in maintaining appropriate student conduct standards in the work place.

RESPONSIBILITIES: (Continued)

14. Refer serious violations of school codes to the building administrator, or designee.
15. Refer serious violations of the law or employee policies to the vocational counselor.
16. Conduct short-term assessments of students' work skills at the community-based training site when requested by the vocational counselor.
17. Meet with students and Transition Committee to coordinate individual student job placements in the community.
18. Contact prospective employers to introduce the District's Transition Program. Gather information about the business and entry-level jobs they may have available for student placements.
19. Establish partnerships with interested employers and coordinate all activities involved with setting up individual student job placements.
20. Supervise individual and/or groups of students during non-academic times.
21. Provide necessary support at each job site as outlined and agreed upon in the Partnership Agreement.
22. Perform general instructional and program clerical tasks as directed.
23. Perform such other related tasks and responsibilities as assigned by the supervisor, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) years of post-secondary training related to job responsibilities or equivalent work experience related to job responsibilities or combination thereof.
3. Ability to assist with instruction and supervision of students under the direction of a certificated staff member.
4. Ability to type/keyboard forty (40) words per minute.
5. Ability to perform instructional clerical tasks, keep records, and prepare reports using computerized systems.

QUALIFICATIONS: (Continued)

6. Has, in the judgment of the administrator, the ability to:
 - a. Work patiently with handicapped students.
 - b. Work with students and adults in an appropriate manner.
 - c. Communicate appropriately in both written and oral expression.
 - d. Follow written and oral instructions.
7. Demonstrated evidence of good habits in job attendance and punctuality.
8. Has, or is willing to obtain, first aid certificate and CPR certificate.
9. Valid Washington State driver's license. Has or is willing to obtain a Type II driver's license.
10. Reliable transportation.
11. Demonstrated aptitude and competence for assigned responsibilities.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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