

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: EMPLOYMENT COACH

BASIC FUNCTION:

Under the direction of the Program Specialist, provide support and positive role modeling for secondary special education students and Transition Partnership Program (TPP) graduates in work experience jobs; assist students in developing appropriate job skills, social skills and independence; prepare and maintain a variety of records.

ESSENTIAL FUNCTIONS:

Provide support and positive role modeling for secondary special education students and Transition Partnership Program (TPP) graduates in work experience jobs.

Train assigned students in job-specific vocational skills at a wide variety of community employment sites; assist students in developing appropriate job skills, social skills and independence.

Tutor students in vocational subjects to assist them to succeed in Regional Occupational Programs (ROP) and various employment opportunities.

Accompany students to places of employment as appropriate; drive a vehicle to conduct work.

Provide mobility training for handicapped students on ROP and Regional Transit bus systems; instruct them in how to use the bus system and route planning.

Serve as a liaison and confer with ROP instructors, employers and others regarding student progress; complete periodic written assessments of students receiving employment coaching services.

Prepare and maintain a variety of records and lists related to assigned students and activities.

Operate a variety of office equipment including a computer and assigned software.

Provide assistance to department personnel as directed including interviewing students, completing required forms and paperwork, performing vocational assessments and updating student files.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Telephone techniques and etiquette.

ABILITY TO:

Learn a variety of employment skills and model those skills for students.

Learn department and program objectives and goals.

Learn applicable laws, codes, rules and regulations.

Tutor students in vocational subjects.

Monitor student progress.

Maintain a variety of records related to assigned students and activities.

Understand and relate to students with special needs and of diverse backgrounds.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and time lines.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college level coursework in business, psychology or a related field and two years of clerical experience involving public contact or experience working with individuals with special needs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

May be required to drive as needed.