

Arlington School District No. 16
Job Description

JOB TITLE: Job Coach

CLASSIFICATION:	Classified
LOCATION:	District
REPORTS TO:	Building Principal or Admin Designee
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: The Job Coach will supervise and work with high school aged youth participating in job-related activities and employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Work effectively with students
- Train participants in job skills and incorporate basic skill training as work experience enrichment
- Maintain regular contact with program director and administration
- Attend program orientation and staff meetings as scheduled
- Perform other duties relevant to the program as directed
- Role-model positive work attitudes and strong work ethics
- Maintain professional standards of confidentiality and privacy of student records
- Confer regularly and positively with parents
- Communicate enthusiasm for learning
- Promote and practice professional growth and development
- Ability to organize work assignments and coordinate program objectives with hosting agency
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School diploma required; higher education preferred
Experience working with 14-18 year old students

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Type II Washington State driver's license, or willingness to obtain
First Aid/ CPR certification or willingness to obtain

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business materials. Ability to write reports and business correspondence. Skill in using proper grammar and English in oral and written communications.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to manage conflict positively
- Ability to incorporate basic skill training into work assignments
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified, requiring a high degree of flexibility
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks
- Ability to maintain high standards of professionalism
- Knowledge of school-to-work transitions, employer expectations and school programs
- Ability to work effectively with school districts and community organizations
- Excellent communication and organizations skills

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and occasionally required to walk or stand, use the hands to handle, finger, or feel objects, tools, or controls. Successful performance requires specific vision abilities that include close vision, and distance vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Work is typically performed in an office/classroom environment; required to deal with a wide range of student achievement and behavior; required to be flexible with tasks and priorities; may need to deal with distraught or difficult individuals; potential exposure to ordinary infectious diseases carried by students. Typically, the noise level in the work environment is moderate. The employee has direct responsibility for the safety and well-being of others.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018