



Title:	Job Coach/Assistant
Reports to:	Classroom Teacher, Transition Coordinator and Principal
Terms of Employment:	10 Months
Salary:	TBD

Qualifications:

- 2 years College Credit or 2 Year Degree
- Must have or be willing to obtain a NC DL License

Duties and Responsibilities:

- Assist assigned students in obtaining and maintaining a job coach
 - Task analyze the job
 - Teach the student to do the job
 - Fade assistance to the student
 - Monitor and evaluate student performance
- Assist assigned students in interpersonal expectations of the job
 - Accepting compliments
 - Accepting criticisms
 - Interactions with co-workers
 - Interactions with supervisors
 - Appropriate behavior
 - Appropriate attire
- Assist Transition Coordinator in compiling data for each student's work portfolio, (computer managed progress tracking, and paper files)
- Transport students to/from job sites on school bus
- Assist in other duties as assigned by the Transition Coordinator

