



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
VOCATIONAL SKILLS COACH	CLASSIFIED	GRADE: J MONTHS:
BOARD POLICY REFERENCE: New Classification		Board Approved: 12/14/10

JOB DESCRIPTION:

Under direction, develop and provide instructional and/or on the job assistance to students with intellectual disabilities participating in the College To Career (C2C) Program, in Career and Technical Education courses, and work experience; individualize study and work place strategies to address cognitive, motivational, and adaptive socialization functional limitations; adapt instructional methodologies to assist students in obtaining job skills; monitor students' progress; and perform related work as required.

SCOPE:

The Vocational Skills Coach has the flexibility to effectively work with students whose disabilities require specialized assistance to adapt equipment, acquire information, understand concepts, and demonstrate knowledge in both classroom and employment settings. Works collaboratively with program, college, and community agency staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Assists students with disabilities participating in the C2C Program, either in classes or in employment settings, to meet educational and/or employment requirements.
2. Develops and employs individualized instructional methodologies to assist students to complete educational tasks related to their vocational goals.
3. Assists students with computer usage and assistive technology used for accessing student information, curriculum, and performing coursework.
4. Consults with C2C Program staff, college faculty and staff, and employers regarding students' educational/vocational progress, as necessary.
5. Provides performance feedback to students in both classroom and on the job settings.
6. May modify curriculum as appropriate to meets students' educational and vocational goals.
7. May assist employers to identify and implement workplace accommodations.
8. May write reports on student progress.
9. Attends staff meetings and trainings to maintain current knowledge in the field of disability education and employment.
10. Maintains student records and any necessary documents in accurate filing system.

EMPLOYMENT STANDARDS

ABILITY TO:

Assist students with intellectual disabilities; establish rapport with students; acquire and maintain current knowledge in various Career and Technical Education disciplines; learn, develop, and apply learning strategies and instructional methods which meet individual needs and address functional limitations; maintain confidentiality; communicate effectively in English; follow and give oral and written communications; identify problems and recommend solutions; work independently with a minimum of supervision; maintain cooperative working relationships, demonstrate sensitivity, to, and respect for, a diverse population.

KNOWLEDGE OF:

Best practices for working with individuals with intellectual disabilities in both educational and employment settings; materials, tools and equipment used in classroom and job setting; skills in establishing and maintaining effective relationships with instructors, employers and other professionals; relevant District procedures, policies and programs.

Preferred additional knowledge: Current laws regarding employment of persons with disabilities.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A high school diploma and some college coursework. AA degree preferred.

Experience:

Demonstrated experience working as a job coach with high school or adults with intellectual disabilities.

Preferred qualification:

Communicate effectively in American Sign Language and/or Spanish.

Special requirements:

Must be able to perform physical activities such as, but not limited to, lifting items (up to 50 lbs. unassisted), bending, standing, climbing or walking.

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