

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

COACH -- JOB

JOB DESCRIPTION

JOB CODE: 520554, 520555 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 23
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Experience and training in and working with students with disabilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with students enrolled in exceptional education programs. Ability to establish and maintain effective working relationships with students, school personnel and employers. Clerical skills and ability to operate common office machines. Ability to maintain confidentiality. Ability to use a computer and appropriate software. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Principal

JOB GOAL

To facilitate the transition from classroom to work setting for students with disabilities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide assistance to Community Based Training teachers with on-site training of exceptional students in various community work settings.
- * (2) Implement the supervising teacher's instructional plans in a variety of employment/community settings.
- * (3) Provide assistance to the ESE teacher in classroom instruction of functional basic skills, preparation of instructional materials and performance of essential clerical tasks.
- * (4) Maintain classroom files and records.
- * (5) Report student attendance accurately.
- * (6) Collect and record money in accordance with established procedures.
- * (7) Record health and student behavior data accurately according to regulatory requirements.
- * (8) Assemble classroom material for student use.
- * (9) Provide an evaluation to the teacher related to the behavior of and comprehension by the student.
- * (10) Work with student individually or in small groups as directed by the teacher.
- * (11) Monitor student behavior and learning activities.
- * (12) Assist students in understanding, interpreting and adhering to school laws, rules and regulations.

COACH -- JOB (Continued)

- *(13) Share responsibility for school cleanliness and safety.
- *(14) Provide extended on-site job coaching for students if needed.
- *(15) Prepare and maintain updated and accurate requested/required reports and records.
- *(16) Visit work sites for contact with students and supervisor/employer.
- *(17) Communicate effectively orally and in writing.
- *(18) Participate in training sessions and inservice
- *(19) Maintain confidentiality of student information.
- *(20) Adhere to applicable safety standards.
- *(21) Attend all staff meetings and workshops.
- *(22) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(23) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(24) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(25) Demonstrate support for the school district and its goals and priorities.
- *(26) Follow attendance, punctuality and proper dress rules.
- *(27) Maintain expertise in assigned area.
- *(28) Manage time efficiently.
- *(29) Model and maintain high ethical standards.
- *(30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(31) Represent the District in a positive and professional manner.
- *(32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- *(34) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11