

# Santa Rosa County District Schools

## Job Description

### Job Coach Paraprofessional I

Reports To: ESE Director  
FLSA Status: Non-Exempt  
Department: All Schools  
Prepared by: Human Resources  
Date: March 8, 2022  
Job Code: 45255  
Range: 8

#### Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

#### Primary Duties and Responsibilities:

Support and train Exceptional Student Education students by providing opportunities to develop self-determination and independent functioning skills for competitive employment. Personal characteristics required of all employees include professionalism, honesty, integrity, motivation, and the ability to build and sustain relationships with community partners.

- Frequent use of personal vehicle and/or cell phone for **Community Based Vocational Education (CBVE) On the Job Training (OJT)** Program. Occasional transport of a student or students
- Participate in district professional development opportunities as related to needs of students and supported employment
- **CBVE**, on and off campus, for **OJT**: job creating and developing which includes school-based enterprises, matching, building capacity, evaluating, observing, data collection and analysis, progress monitoring, and following-up with stakeholders
- Organizing, submitting, filing, and maintaining required **OJT** documents, e.g: initial packet, work evaluations, observation/communication log, calendar/schedule, timecards, transition assessments, agency forms
- Assisting the Instructor/s with students' transition planning: transition assessments, skill development: self-determination, independent functioning, job and employability skills; IEP meeting input, implementation of relevant IEP goals, agency referrals and status updates, weekly progress meetings, scheduling of **OJT** bus and students' work schedules, opportunities for **Community Based Instruction (CBI)**: mock interviews, job fairs, transition fair, visits to transition program for ages 18-21 and implementation of professional development knowledge
- Collaborate and assist in transition compliance in regard to the **Workforce Innovation Opportunity Act (WIOA)** as an assigned **School District Representative (SDR)** for **Vocational Rehabilitation (VR) Student Transition Activities Record (STAR)** Program for all students with disabilities, ages 15-21

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### Limitations:

- Job Coach Paraprofessional may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher
- Job Coach Paraprofessional may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school

### **Supervision Received:**

ESE Director

### **Supervision Exercised:**

NA

### **Minimum Qualifications & Skills:**

- Graduation from high school or GED; **and**
- Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript; **or**
- A passing score on the PRAXIS exam

### **Preferred Qualifications & Skills:**

- Keyboarding; operate data entry equipment, copiers and other office equipment.
- Knowledge and/or Experience with ESE students

### **Physical Demands**

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

### **Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff