

## NOTICE OF VACANCY

Lewis Cass Intermediate School District is now accepting applications for the position of:

### Job Coach

**GENERAL DESCRIPTION:** Under the supervision & direction of the Vocational Training Coordinator, this position will be responsible for the direct supervision and training of students in community based job sites. The Job Coach's goal will be to train students to a level of accomplishment and productivity that allows for the fading out of the Job Coach and independence for the student performing at employer work standards. The Job Coach will also act as a liaison between the employer and the Vocational Training Coordinator (VTC), although the VTC is responsible for employer contracts and is the primary contact point. The goal is for supervisory time at each ongoing job site to be reduced as the student's training progresses. Individuals will need to work flexible hours due to the nature of the supervised work as necessary, occasionally to include some after school hours.

**KNOWLEDGE & EXPERIENCE:** High School Diploma or GED. Minimum of one (1) year of post-secondary training or experience in related human services employment preferred. General knowledge and understanding of vocationally disabling conditions, including learning disabilities, emotional impairments, cognitive impairments, physical disabilities, autism spectrum disorders and social adjustment problems. Must be familiar with the responsibilities and demands of competitive industry.

**SKILLS & ABILITIES:** Ability to relate well to individuals with special needs. Personal attributes to include patience when working with individuals who may need much repetition to learn job skills and/or who have not learned the soft skills of working (getting along with others, showing up on time, calling in when ill, etc.) Good verbal and written communication skills to enable students to work cooperatively with business, customers, non-profit facilities and ISD and local school staff. Ability to perform job analysis and/or on-the-spot assessments. Basic computer skills desirable.

**OTHER QUALIFICATIONS:** Valid, appropriate driver's license and capable of getting to and from work sites and schools. Employment will be contingent on successful completion of a criminal background check, a basic requirement for all public school employees.

**COMMENTS:** Must accept and actively support the philosophy of the Individuals with Disabilities Education Act (IDEA) and adhere to the principals set forth in the Lewis Cass Intermediate School District Personnel Handbook; must also demonstrate sensitivity, respect and an understanding of the special needs of individuals with disabilities; serve as a positive role model in dress, speech and behavior; maintain student confidentiality; and comply with policies and standards set forth. Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Serve as advocate for students with the employer and co-workers in the areas of mutual acceptance, cooperation and accommodation.
2. Participate in and direct daily production at the work site by maintaining timesheets and attendance records.
3. Maintain quality control records and standards as required by the host business.
4. Collect data ~ provide oral and written feedback to the student and VTC regarding student progress on the job and employer requirements (i.e. provide evaluation information, assist in time and motion studies, case notes, assessments, etc).
5. Review reports with the VTC and student and provide input regarding student performance and program changes.
6. Train students to perform the tasks required of the job by becoming familiar with all aspects of the work to be performed, completing job analysis, establishing and maintaining a work schedule system to ensure timely completion of work, and providing follow through support.
7. Attend and participate in student IEP meetings as much as possible and/or provide VTC with written report to refer to at these meetings.
8. Assist VTC with community-based assessments and related documents.
9. In conjunction with the VTC, schedule students at community-based work sites.
10. Participate in the Safety Program by enforcing safety rules, developing safety awareness on the floor, reporting of unsafe conditions for remedies, and reporting all injuries in a timely manner.
11. Assist with the training of other job coaches as requested.
12. Attend and participate in periodic staff meetings, in-services, workshops, and appropriate staff development sessions.
13. Other duties related to the position of job coach as assigned.

Interested candidates should send a letter of interest and resume to Lewis Cass Intermediate School District, c/o Mikki Spagnoli, Vocational Training Coordinator, 61682 Dailey Road, Cassopolis, MI. 49031. Primary consideration will be given to candidates applying no later than **October 17, 2011**.

*It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education. The following person has been designated to handle inquires regarding the non-discrimination policies: Director of Instructional Services, 61682 Dailey Road, Cassopolis, MI 49031, (269) 445-6223.*