

**TITLE: JOB COACH  
CATEGORY 4 PARAEDUCATOR**

**QUALIFICATIONS:**

1. Active driver's license and maintenance of a 7D license.
2. Proven ability to work with children with a variety of abilities in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
3. Possess strong verbal and written communication skills.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. Must be trained/trainable in and maintain certification for non-violent crisis intervention model, CPR, and AED.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS TO:**

Building principal, Special Education administrator or designee, supervising Special Education teacher, related service providers, worksite supervisor, and/or general education classroom/specialist teacher(s).

**JOB GOALS:**

1. The purpose of this position is to provide support to students in workplace settings.
2. Provide a safe and supportive educational environment for all students and staff as well as providing classroom support to teachers and students.

**PERFORMANCE RESPONSIBILITIES:** (include but are not limited to)

1. Collects and maintains data about the performance and behavior of individual students and confers with special and general education teachers about student schedules, instructional goals, progress and performance.
2. Participates as a member of the team responsible for transition planning and vocational assessment for individual students. Consults with school team members to assist with the design of individualized transition services, including competitive and supported employment or vocational training programs.
3. Provides relevant employment information for inclusion in each student's vocational portfolio.
4. Familiarizes employers and co-workers with the needs of students and models appropriate interactions.

**TITLE: JOB COACH  
CATEGORY 4 PARAEDUCATOR**

5. Educates students about the cultural norms of the specific work environment (e.g., appropriate dress, reporting structure, attendance policies, unwritten policies and procedures).
6. Analyzes job requirements, sequences daily tasks, observes and records data, and provides training at job sites using appropriate instructional interventions. Observes, understands and monitors the student's preferred learning style(s), work skills and tolerances, and preferred modes of communication. Identifies environmental or job modifications necessary for the student to succeed in the workplace.
7. Follows health, safety and emergency procedures developed by the local school district and the workplace. Ensures that students understand and abide by the health, safety and emergency procedures developed by the local school district and the workplace.
8. Encourages student decision-making/self-advocacy regarding the identification of future career plans.
9. Ability to demonstrate effective communication, conflict resolution and negotiation techniques to facilitate a positive and effective work environment. Assists students to become independent by modeling, monitoring and supporting positive behavior in the workplace. Assists students to acquire positive social behaviors and work habits.
10. Complete safety inspections for vans daily- pre and post trip. Fill vans with gas as required.
11. Ability to maintain contact with students, job sites and school staff.
12. Assists the classroom/specialist teacher as needed.
13. Work on educational tasks with one or more students as designated by the teacher.
14. Assists in the supervision of students during instructional activities and transitional periods.
15. Maintains confidentiality of student records and respects the confidential nature of the classroom and will refer to the classroom teacher if a problem arises.
16. Accepts work assignments with any student (s) in the group as designated.
17. Assists the supervising teacher in the setting and maintaining reasonable standards of behavior and performance.
18. Escorts children to and from transportation in a safe and responsible manner as directed by the supervising teacher.
19. Assists the supervising teacher in collecting data on student performance, goals and behavior.
20. Reports all student accidents and/or incidents to the supervising teacher immediately or as soon as possible.

**TITLE: JOB COACH  
CATEGORY 4 PARAEDUCATOR**

21. Follows individual student safety plans, IEP's, 504's, health care plans, attend TEAM meetings when requested, etc.
22. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, job placement, assemblies, specialists, etc.)
23. Ability to work independently and make good judgments "in the moment."
24. Participates in regular professional development offered both in and out of the district as requested. (full-time paraeducators)
25. Exposure to aggression and/or bodily fluids is an expected outcome of this position.
26. Will assist students with activities of daily living as needed (feeding, toileting, etc.).
27. Performs such other duties or tasks and assumes such other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**TERMS OF  
EMPLOYMENT:**

*Varied based on student and district need; full time and part time opportunities available - school calendar year.*

**EVALUATION:**

*Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on the evaluation of support personnel.*

**SALARY:**

*Per current Paraeducator contract*

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Plymouth School Committee - Updated**

Information: December 18, 2017  
Discussion: December 18, 2017  
Approved: December 18, 2017