

**TORRANCE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: JOB COACH**

**BASIC FUNCTION:**

Under the direction of the program staff to provide job coaching services.

**REPRESENTATIVE DUTIES:**

Confer with job developers before placement begins. *E*

Develop working relationship with local business owners and managers. *E*

Conduct worksite and task analysis of facility and specific jobs. *E*

Interview student and consumers and assess strengths and weaknesses. *E*

Develop and maintain rapport with students and consumers. *E*

Restructure jobs according to the willingness of the employer. *E*

Supervise enclaves of workers. *E*

Provide mobility training. *E*

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Task analysis.

Disability and functional limitations.

Employer demands.

City, state, and federal laws.

Codes related to Equal Employment Opportunity.

Job coaching concepts.

Behavior modification.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Maintain records in a timely and organized manner.

Interpret and analyze abilities, interests, strengths, and weaknesses.

Work independently.

Be creative.

Make own judgment calls.

Have good problem solving and decision making skills.

Be diplomatic with employers, staff, students, and consumers.

**EDUCATION AND EXPERIENCE:**

Instructional and/or job coaching experience with special needs students is desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and automobile.

**WORKING CONDITIONS:**

PHYSICAL ABILITY:

Bending, pushing, lifting, moving objects weighing up to 25 pounds.