

NORTH KINGSTOWN SCHOOL DEPARTMENT

POSITION DESCRIPTION

TITLE: JOB COACH/COMMUNITY RESOURCE FACILITATOR

REPORTS TO: BUILDING PRINCIPAL

SUMMARY OF RESPONSIBILITIES:

To assist the student transition from the school environment to a meaningful career opportunity.

ESSENTIAL FUNCTIONS:

1. Transport students to and from work site in private vehicle.
2. Train students to perform essential functions of job at the work site. Continually reinforce performance of job tasks until student satisfactorily performs requirements of position
3. Train students to access and satisfactorily utilize all community resources.
4. Reinforce daily living skills to ensure student preparedness for job responsibilities.
5. Assist students prepare daily journals to ensure efficient management of time.
6. Conduct mobility training to ensure student familiarization and usage of public transportation.
7. Attend parent meetings as required.
8. Maintain a high level of ethical behavior and confidentiality of information about students.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE:

Experience and familiarity with developmental disabilities. One to two years experience in a school environment providing support to students in need of special programs preferred.

COMMUNICATION SKILLS:

Strong oral and written communications skills.

INTERPERSONAL AND PROBLEM SOLVING SKILLS:

Ability to interact with students, staff and employers in a pleasing manner. Ability to effectively handle issues utilizing a personable problem solving approach.

TEAM BASED SKILLS:

Capable of working collegially with all levels of administration, staff and employer representatives.

PLANNING SKILLS:

Ability to prioritize the needs of students and employers and respond in a professional and efficient manner.

EDUCATION:

High school education. Coursework in developmental disabilities preferred. Satisfactory completion of Rhode Island approved training program for Teacher Assistants.

OTHER:

Ability to work flexible, irregular hours (twenty hours per week) at various workplace locations. Personal automobile, with insurance, plus valid RI driver's license.