



## Job Coach/Paraprofessional

Reports To: Supervising Teacher, Building Principal, and Director of Special Services

### SUMMARY

Assist students with identifying career interests and matching interests with possible work opportunities. Help the special education and general education instructors in creating a positive learning environment to facilitate the personal, social, and intellectual development of assigned students.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer career assessments
- Work with transition agencies
- Attend meetings with students and parents
- Identify and set up job sites and work with potential employers
- Provide assistance to students and employers while creating independence for the student
- Transport students to and from job sites as well as provide job shadowing experiences
- Assist students with completing applications
- Schedule and provide visitations for students to post-secondary facilities
- Assist students with requirements for graduation
- Provide on-going monitoring and support for students and employers
- Negotiate with employers to restructure work routines if needed
- Keep daily records on the job performance of each student
- Apply systematic training skills to assist students in performing their jobs effectively
- Assist the teacher in classroom activities
- Provide individual and small group instruction under the direction of the classroom teacher
- Assist with IEP accommodations as needed
- Supervise students in school-related activities as directed by the teacher or Principal
- Attend staff development training or workshops as requested
- Maintain confidentiality
- Perform other duties as assigned

### QUALIFICATIONS

- **Education:** High school diploma or GED required. Minimum Praxis Score of 462.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students.

- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs. May be required to perform algebra and/or geometry.
- **Computer Skills:** Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment and preparing and maintaining accurate records.
- **Other Skills and Abilities:** Understand written procedures, speak clearly, and understand complex multi-step written and oral instructions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely both orally and in writing. Ability to perform duties with an awareness of all school requirements and Laramie County School District #2 policies.
- **Certificates, Licenses, Registrations:** Seclusion and Restraint certification is required for all Special Education Paraprofessionals.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

Performing the job duties of this position requires the following physical demands: reaching, some lifting, standing, walking, carrying, bending, stooping, kneeling, crouching, sitting, and/or crawling.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.