

Job Title: Paraprofessional, Job Coach Developer	Wage/Hour Status: Hourly
Reports to: Director of Curriculum and Instruction, Special Education and Special Services	Pay Grade: 904
Dept. /School: Special Education and Special Services	Date Revised: June 17, 2020

Primary Purpose

Assist in meeting goals and objectives of the individual education plan in the identified area of transition for all children with disabilities.

Qualification**Education/Certification**

High School diploma or GED certificate

Minimum of 48 credit hours from an accredited institution of higher education

OR

Passing score on the Paraprofessional Assessment

Valid Texas Driver's License

Special Knowledge/Skills

- Ability to work with individuals with disabilities and parents
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Strong organization, communication and interpersonal skills
- Ability to work adjusted schedules
- Serve as positive role model in speech and language as well as model appropriate social skills.
- Reinforce and encourage positive co-worker relationships.
- Familiarity with local job market

Experience

Three (3) years experience working with students with disabilities

Major Responsibilities and Duties**Instructional and Program Management**

1. Monitor students at work-based learning sites as supervised by transition to career specialist and/or work supervisor.
2. Reinforce and encourage positive co-worker relationships.
3. Assist Transition to Career Specialist in planning, developing and implementing work related strategies.
4. Promote self-advocacy skills by modelling open communication between student and work-based learning site staff and supervisor.
5. Understand and communicate how individuals with disabilities add value to the workplace.
6. Address employer concerns about hiring individuals with disabilities while maintaining student confidentiality.
7. Communicate consistently and effectively with Transitional Specialist.
8. Attend transition meetings and staff development.
9. Train students on safe community mobility.
10. Transport students in district vehicle, based on availability.
11. Record, collect, and analyze student performance data on work-based learning sites and effectiveness of workplace supports to make data-driven decisions regarding instruction, re-teaching, and prompt fading.
12. Conduct task analysis, identify and create workplace supports.
13. Collaborate with Transition to Career Specialist and business managers to establish the student's role as a trainee at the business site.
14. Maintain a WBL Information Notebook with the medical, contact, site assignment, and IEP information for each WBL student.

15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Equipment essential to work-based learning sites and student accommodations

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Frequent standing; stooping, bending, kneeling, pushing, and pulling. Biological exposure to bacteria and communicable diseases. Must be able to lift 45 pounds or more. Reliable transportation and travel will be required to various sites throughout the district.

Terms of Employment

190 days; hourly rate to be determined by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.