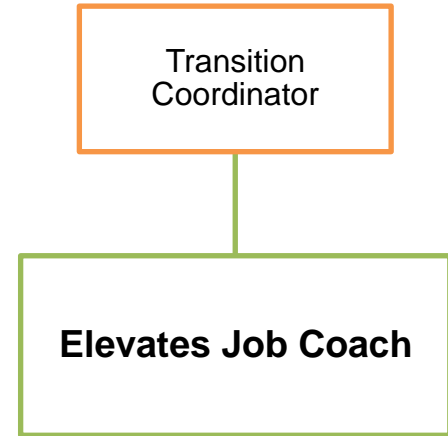


## ELEVATES JOB COACH

<b>Job Title:</b>	Elevates Job Coach
<b>Initial:</b>	November 1, 2006
<b>Revised:</b>	May 10, 2018
<b>Work Year:</b>	184 days
<b>Office:</b>	Education
<b>Department:</b>	Individualized Education/Special Education
<b>Reports To:</b>	Transition Coordinator
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Schedule

**Related Organization Chart**



**POSITION SUMMARY:** The Elevates Job Coach implements transition services to young adults (18-21) with disabilities through community-based activities to develop independent living skills, employability skills, job skills, employment opportunities as well as other community participation experiences.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Trains, coaches, monitors and evaluates students at job training sites and employment locations.
- Transports students in a district vehicle between school and community training activities/sites.
- Communicates daily with transition coordinator to review community activities, student progress and related needs.
- Implements a variety of planned community activities to teach independent living skills, community participation, recreation and leisure activities, social skills and health and safety skills.
- Establishes contact with community business leaders to develop opportunities for students to participate in job skills training, employability skills training as well as paid employment at various businesses in the community.
- Maintains student files to include daily activity logs, progress charts, attendance, and parent/student/employer contacts.
- Investigates and develops ongoing community experiences based on students’ transition goals.
- Assists in administering informal surveys and inventories to assess student’s vocational abilities and interests.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 
- Develops weekly plans with transition coordinator based on student needs in each transition domain.
  - Performs general clerical duties related to position to include work processing, phone contacts, filing, preparing materials.
  - Drives personal vehicle to job development functions and other transition related activities that do not require student participation.
  - Participates in Individualized Education Program (IEP) meetings to update parents on students' community training progress.
  - Participates in ongoing training specific to job coaching, job development and transition services.
  - Performs other related duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees.

**Budget Responsibility:** This position does not have any direct budget responsibility.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### Education & Training:

- Associate's degree or two-year college certificate in Business preferred.

### Experience:

- Two years of experience in working with young adults with disabilities.

### Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

### Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Obtain Motor Vehicle Report
- CPR and First Aid certifications required within 3 months after hire
- CPI required within 3 months after hire

## OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

---

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:** While performing the duties of this job, the employee will work in a usual office or school environment and out in the community with students.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.