



West Windsor-Plainsboro Regional School District

Job Description

Job Title: School to Work Teacher/Coordinator (Former title: "Job Coach")
Department: Special Services
Reports To: Director of Special Services, Supervisor of Special Education and/or Building Principal
Salary Guide: WWPEA; Ten Month Contract
Prepared Date: 27 July 2021

Position Summary: Develops vocational skills, concepts, attitudes and acquisition of knowledge in accordance with the student's actual goals

Qualifications: New Jersey Teacher of the Handicapped endorsement or Teacher of Students with Disabilities aligned with a K-12 content area endorsement;
Successful Criminal History Clearance;
Proof of U.S. Citizenship or appropriate employment authorization;
Ability to maintain a positive learning environment; and,
Strong interpersonal and communication skills.

Essential Duties and Responsibilities

JOB COACHING

- Assist students on site to acquire the vocational and social skills required for each job position/tasks.
- Communicate with employer personnel on a regular basis to ensure individual students' positive personal growth, progress, and modes for improvement.
- Take daily notes on students' progress.
- Completion of employer paperwork as needed.
- Provide positive behavioral supports for students.
- Implement behavioral improvement plans for students as needed.
- Implement modifications to tasks required at job site.
- Encourage natural supports within the natural environment.

JOB FACILITATING

- Create schedules for both students and job coaches.
- Create, modify, and implement a vocational plan based on a student's individual needs, strengths, interests, and preferences.
- Develop and maintain on-going positive communication with the management, personnel and job coaches.
- Collect data on both vocational and behavioral skills.
- Synthesize data to create functional vocational evaluation.

- Maintain individual student files regarding job sampling and supported employment.
- Serve as a liaison between the employer and the IEP team.
- Serve as a liaison to postsecondary resources and make referrals to the resources as appropriate.
- Help to facilitate the development of employment and other post-school adult living objectives in coordination with IEP team.
- Must partake in Structured Learning Experience (SLE) course work with the New Jersey Department of Education resulting in appropriate endorsements.

LANGUAGE SKILLS

The ability to write reports and business correspondence, synthesizing of data, ability to effectively present information and respond to questions of the IEP team and places of business.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions.

ADDITIONAL RESPONSIBILITIES

Performs other tasks and assumes such other responsibilities as the director of special services and/or principal may assign or delegate.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program and Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

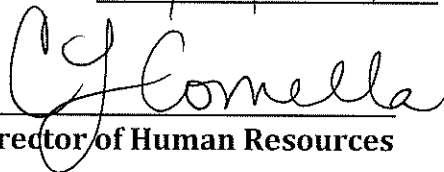
External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: _____

7/27/2021

Certified by: _____


Director of Human Resources