MARTINEZ UNIFIED SCHOOL DISTRICT
Classified Job Description

Transition Assistant/Job Coach
9 Months/Year

**Definition:**

Under the supervision of the Director of Student Services or a classroom teacher, coordinate with workability coordinators and employers to complete paperwork as required in a timely fashion to facilitate student job placement.

Confer with job developers before placement begins. Develop working relationship with local business owners and managers. Conduct worksite and task analysis of facility and specific jobs. Interview students and employers and assess strengths and weaknesses. Develop and maintain rapport with students and employers. Restructure jobs according to the willingness of the employer. Supervise enclaves of workers. Provide mobility training.

**Example of Duties:**

- Accompany students to appointments, job sites, or other off-campus activities
- Under the direction of an administrator function as student advocate with site personnel
- Support the implementation of strategies to develop the student’s independent work skills
- Demonstrate interpersonal skills including tact, patience and courtesy
- Provide direct supervision to students with exceptional/special education needs, or moderate/severe behavioral problems, as specified on the student’s individual education plan
- Assist with collection and maintenance of records and data relevant to targeted program students
- Provide pre-requisite skills training to prepare students for transitions to least restrictive environments
- Monitor the activities and the behavior of students during program activities to ensure physical and environmental safety, or for the purpose of reporting on critical/behavioral incidents
- May assist students with toileting, eating and hygiene needs
- May assist with transporting students, including those in wheelchairs
- Perform a variety of regular clerical duties, such as filing, typing or duplicating materials

**Ability To:**

- Maintain records in a timely and organized manner
- Interpret and analyze student abilities, interests, strengths, and weaknesses
- Work independently
- Problem solve and demonstrate decision making skills
- Effectively communicate program goals and objectives
- Supervise students
- Demonstrate patience and warmth
- Learn and utilize standard teaching aides and office machines
- Learn and utilize basic methods and procedures to be followed in an instructional setting
Perform routine clerical work
Understand and carry out oral and written directions
Maintain cooperative and effective working relationships with students, employers, and staff

Desirable Qualifications:

Knowledge of:
- Student behavior and characteristics of children who are in the Special Education Programs
- Techniques used in controlling and motivating children
- Correct English usage
- Routine record keeping

Education and Experience:

Three years of Instructional Assistant and/or job coaching experience with special needs students is desired. Experience with teaching appropriate behaviors and work/life skills for employability.

Licenses and Requirements:
- Valid California driver’s license and automobile
- CPR and First Aid training
- No Child Left Behind (NCLB) requirements

Working Conditions/Physical Ability:

Bending, pushing, lifting, moving objects weighing up to 50 pounds

Approved by the Board of Education - 11/27/06