

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: COMMUNITY ASSISTANT/ JOB DEVELOPER/ JOB COACH****BASIC FUNCTION:**

Under the direction of an administrator, develops job sites; job coaches and assists secondary special education students to obtain marketable job skills while completing their education; conveys information regarding Transition/Workability and/or District functions and procedures to employers.

ESSENTIAL DUTIES:

- Assists in providing job development for special education high school students 16 and older. Assists special education students with specific job seeking skills.
- Develops and maintains a job bank of work sites for special education high school students.
- Educates and informs employers regarding programs, procedures, requirements, and benefits.
- Monitors and maintains accurate records of student's performance.
- Assists students in developing responsibility for necessary paperwork, including time sheets.
- Collaborates with Special Education staff in job development and job placement activities.
- Coaches students at local training/job sites as determined by vocational assessment and evaluation.
- May attend and participate in Individualized Educational Plan (IEP)/Individualized Transition Plan (ITP) meetings, staff meetings, and Community Advisory Meetings.
- Ensures compliance with financial, legal, and administrative requirements of the Transition/Workability Programs.

OTHER DUTIES:

Other related duties as assigned.

KNOWLEDGE/ABILITIES:

Understand principles of the Americans With Disabilities Act.

Rules and regulations related to basic budgeting, financial, and statistical record keeping and standard office equipment.

Correct English usage, spelling, grammar, and mathematical computations.

Maintain confidentiality.

Conduct task analysis for various job site duties.

Perform a wide variety of clerical functions in support of school office activities.

Modern office practices, procedures and equipment.

Operation of a variety of office equipment, a computer and software.

Accurate record-keeping and report preparation techniques

Maintain accurate records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Learn, apply and explain policies, procedures, rules and regulations.
Communicate effectively both orally and in writing in English and a designated second language.
Interpersonal skills using tact, patience and courtesy.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year experience performing varied clerical and community work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's license. TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Sit, stand or walk for extended periods of time.
Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Lift, carry, push or pull objects weighing up to 20 pounds.
Bend at the waist, kneel or crouch.
Reach overhead and above shoulders.