



**CLASS TITLE: WORKABILITY COACH
UNIT 1**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties in support of employment placement and development of special education students to enhance school to career awareness/exploration and transition; assist individual and groups of students with developing vocational and job searching skills; serve as a liaison between students, employers and outside agencies regarding employment services, opportunities and placement; report and meet with the Workability Coordinator on State-required activities and timelines.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of employment placement and development of special education students to enhance school to career awareness; initiate, develop and maintain an employer base for student placement; refer students to potential employers according to needs, interests and abilities.

Deliver classroom lessons to special education students instructing students on principles of job acquisition, self-advocacy, professionalism and various other instructional topics related to the workability program.

Collaborate with special and general education teachers, parents, administration and other invested parties to establish communication systems designed to promote student employment and success.

Assist individual and groups of students with developing vocational and job searching skills; determine if students are work-ready and assist as appropriate; confer with students regarding employment opportunities, work ethics, forms, applications and vocational skill development; provide career and job related advisement.

Serve as a liaison between students, personnel, employers and outside agencies regarding employment services, opportunities and placement; respond to inquiries and provide information concerning workability program activities, policies, procedures and objectives; establish and maintain contact with employers in the promotion of program services and enhancement of employment opportunities.

Interview students and assess needs, interests and abilities to determine career goals and placement; assist students in establishing and pursuing goals, and completing various employment and educational packets and applications; assist students with collecting information related to job openings, and developing resumes and interview skills.

Demonstrate and explain work assignments for students.

Monitor and assess student progress at work sites; conduct follow up, job shadowing, job coaching, and post-employment services with employers and students in accordance with established timelines and procedures; assure students are placed with appropriate employers.

Assist students with enhancing work productivity; confer with employers concerning student performance and progress; develop training plans or job restructuring as needed.



**CLASS TITLE: WORKABILITY COACH
UNIT 1**

Prepare and maintain a variety of records, reports and files related to students, employers and assigned activities; collect and process student time sheets; administer vocational tests as required.

Communicate with students, parents, personnel, employers, outside agencies and members of the community to exchange information, coordinate activities and resolve issues or concerns related to student progress and assigned activities.

Report and meet with the Workability Coordinator on State-required activities and timelines.

Coordinate college visits and guest speakers.

Prepare and maintain records and files related to students and assigned activities.

Attend State-required conferences and trainings.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of career and vocational education training programs for special education students.

Training and employment opportunities in the community.

Interviewing and advisement techniques.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Basic public relations techniques.

ABILITY TO:

Perform a variety of duties in support of employment placement and development of special education students to enhance school to career awareness/exploration.

Deliver workability lessons to groups of students with varying ability levels.

Assist individual and groups of students with developing vocational and job searching skills.

Serve as a liaison between students, employers and outside agencies regarding employment services, opportunities and placement.

Identify and evaluate student interests, needs and abilities.

Provide career and job related advisement.

Research and locate employment opportunities for program participants.

Refer students to potential employers according to needs, interests and abilities.



**CLASS TITLE: WORKABILITY COACH
UNIT 1**

Monitor and assess student progress.
Conduct follow up, job shadowing and post-employment services with employers and students.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, psychology or related field and two years experience working with individuals in a vocational or instructional environment including some experience with individuals with special needs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist; pushing; pulling; kneeling; and crouching.
Lifting up to 50 pounds