



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

<b>TITLE:</b>	Paraprofessional-Job Coach	<b>REPORTS TO:</b>	Director of Special Services/Transition Coordinator
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<b>QUALIFICATIONS:</b>	Possess at least 60 college credits and County substitute certificate
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**GENERAL DESCRIPTION:**

The Paraprofessional-Job Coach will have knowledge of or experience with technical and occupational education services, provide job support to students with educational disabilities, and will assist pupils with job skills in the work place.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Provide supplemental instruction to identified students and assist with job and work readiness skills in a supported employment setting.
2. Provide short-term or long-term job coaching to students with disabilities under the direct supervision of the Transition Coordinator.
3. Ensure that student workers are trained and monitored to maintain their job.
4. Promote the integration of students with co-workers, supervisors, and community members.
5. Maintain logs and records of students who receive support and submit a quarterly report to the Transition Coordinator.
6. Complete additional duties and obligations as assigned by the Director of Special Services or designee.

**WORK YEAR:**

1.0 Position (184 days work-year obligation)

<b>DATE APPROVED:</b>	
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<b>BY:</b>	Board of Education
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