

**Roswell Independent School District
Job Description**

Job Title: TRANSITION JOB COACH

Reports To: DIRECTOR FOR SPECIAL SERVICES

General Job Description:

Working under the general supervision of the Assistant Superintendent for Special Services, the Transition Specialist, and the Vocational Diagnostician for the purpose of assisting in teaching and testing job skills, employability skills, and community/daily living skills.

Essential Duties and Responsibilities:

1. Assist district diagnostician with student vocational testing, including distribution of tests in the classroom, monitoring students, scoring tests, and entering test scores in specialized district software.
2. Maintain special services transition student test files.
3. Perform general office duties.
4. Assist Transition Specialist in scheduling and notification of meetings; Community Transition Team and District Transition meetings for the purpose of taking minutes, including distribution of applicable meeting minutes.
5. Maintain confidentiality with sensitive matters.
6. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
7. Report to work on time and work no less than 7 hours per day.
8. Work independently with very little supervision.
9. May be required to perform other related functions/duties as assigned by your supervisor.

Qualifications:

1. High School diploma or GED
2. Must have a Valid Driver's license and Car Insurance.

Experience and Education:

High School diploma or GED

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

TRANSITION JOB COACH (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date