

<b>VOCATIONAL SERVICES COACH</b>
<p><b>REPORTS TO:</b> Exceptional Student Education Specialist</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Exceptional Student Education or related field. Florida certification in Exceptional Student Education (ESE) or related field. Three (3) years professional experience including diagnostic problem-solving to improve student learning outcomes.</p>
<b>MAJOR FUNCTION</b>
<p>Develops and maintains the career and technical assessment program while working closely with schools, College and Career Counselors, technical colleges, post-secondary programs and Vocational Rehabilitation. Serves as a resource to schools, students, and parents.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Plans, organizes, implements and maintains tiered career and technical assessment of students in middle school through high school and provides post-secondary programming support.</li> <li>• Conducts classroom observations, determines assessment needs and collects student data.</li> <li>• Conducts student interests interviewing to determine a particular career field.</li> <li>• Administers a variety of assessments to measure student's aptitudes, educational achievements, perceptual motor skills and other career related areas.</li> <li>• Serves as consultant and support to School-Based ESE Team including ESE Case Managers, ESE Career-Based (CBI/CBVE) Instructional Teachers, and Behavior Specialist.</li> <li>• Interviews students, collects information, interprets data and creates reports regarding their career interests and goals.</li> <li>• Conducts student evaluations and provides written reports to school-based teams.</li> <li>• Interprets written reports and assessment results and provides recommendations to school-based staff, student, and parents.</li> <li>• Assists school teams in reviewing and interpreting results of career assessments and making recommendations to staff members and parents regarding transition needs.</li> <li>• Participates in parent conferences and IEP meetings.</li> <li>• Demonstrates working knowledge of current transition curriculum, Career Technical Education (CTE) opportunities and District Application Programs.</li> <li>• Selects appropriate interventions utilizing differentiated instructional strategies to address student deficits thorough knowledge of research-based interventions.</li> <li>• Conducts and plans student orientation tours at local colleges as requested.</li> <li>• Maintains updated ESE Deferred Senior List, Vocational Rehabilitation School Referral List, Agency for Person with Disabilities Referral School List and Extended Transition Exiting Student List.</li> <li>• Assists with development of transition materials including brochures, trainings, handouts, and other resources for school staff, parents, and students.</li> <li>• Maintains and updates District Transition Online Platform regarding transition assessments, data collection tools, and transition resources.</li> <li>• Assists ESE seniors with the Senior Exit Survey and provides input regarding the Summary of Performance.</li> <li>• Assists students with exploring District Application Programs and navigating CTE opportunities.</li> <li>• Collaborates with Employment Skills Trainer with discretionary projects.</li> </ul>

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<b>ESSENTIAL RESPONSIBILITIES (CON'T)</b>
<ul style="list-style-type: none"><li>• Serves on and attends District designated meetings and Pinellas County Schools Interagency Network Council for Transition Students with Disabilities (PINCS).</li><li>• Supports district team with department initiatives including District Wide Training, ESE Career, College and Life Fair, parent nights, and trainings.</li><li>• Fulfills responsibilities and duties aligned with submitting reports, notes and student observations as a Vocational Rehabilitation Vendor for Pre-ETS services.</li><li>• Pursues own professional development related to improving student achievement.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 04/23/24 PT; BOARD APPROVED: 05/14/24

## VOCATIONAL SERVICES COACH

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Vocational Services Coach - Instructional