

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2312  
Instructional

FLSA: Exempt

**TEACHER, JOB COACH**  
**(Exceptional Student Education Vocational Education)**

**MAJOR FUNCTION:**

This is an instructional position responsible for job placement of exceptional students.

**DUTIES AND RESPONSIBILITIES:**

- Developing a thorough knowledge of jobs in which students will be placed by physically performing all tasks, which will be required of students at job sites.
- Meeting with parents, teachers and students prior to job placement to obtain information regarding student's employability skills.
- Meeting with permanent employees at the job site prior to student placement to establish a conducive working environment.
- Maintaining on-going contact with permanent employees at the job site after student placement to confer regarding student performance.
- Providing on-site assistance to students as needed.
- Collecting and recording performance data for each student and providing feedback to students regarding job performance.
- Monitoring student attendance and punctuality.
- Implementing behavioral management procedures.
- Assigning grades for students
- Sending time sheets to schools for audit purposes.
- Meeting with employers, parents, teachers and students.
- Assisting in Individual Education Plan (IEP) planning for transition IEP meetings.
- Coordinating with post secondary agencies for transition.
- Coordinating activities for students pursuing a Special Diploma under Option 2 (full time employment).
- Continuing professional growth through meetings, attending workshops, visiting related facilities, reading related literature and exchanging ideas with other staff members.
- Performing other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from a fully accredited college or university. Possession of, or eligibility for, a Florida teaching certificate for the level and subject area to be taught.

ISSUED: 5/03; FORMAT REVISED: 9/04 LMCK; REVISED FORMAT: 2/27/06 LMCK.

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.

**TEACHER, JOB COACH (ESE Vocational Education)**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Teacher, Job Coach (ESE Vocational Education) - INS