

**Job Title:** Job Coach – Workplace Exploration  
**Location:** River View Area and/or Mount View Area (1 position)  
**Reports To:** Director of the Office for Exceptional Learners

**FSLA Status:** Exempt  
**EMPLOYMENT TERM:** up to 29 hours per week  
**COMPENSATION:** \$30.00/hour  
**EVALUATION:** Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

### **SUMMARY**

Responsible for supervision and daily interactions of students in the Workplace Exploration Program (WEP).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Meet school bus at designated time and place.
- Walk students to job site.
- Introduce yourself to contact person and workers or check-in daily.
- Discuss and review possible safety hazards and ways to prevent accidents.
- Discuss or review rules necessary for job site.
- Develop routine and teach to students.
- For those students that require constant supervision, stay with students at all times. If students are working in different areas, circulate between the areas.
- Provide routine checks of students working independently.
- Check quality and quantity of work produced by students.
- Communicate clearly to business staff without making assumptions.
- Maintain quality standards used by business.
- Keep students busy and on task.
- Encourage students to establish and maintain appropriate social interactions with employees.
- Complete all assigned work before leaving job site.
- Inform businesses of the days and times students will be working.
- Notify business if a substitute will be supervising students.
- Telephone business any scheduled work day that you and students will not be working, in advance if possible.
- Telephone bus garage or local transportation if bus needs to be cancelled for any reason.
- At the end of the semester or grading period, complete an Evaluation form. Place one in student's school file and send one home with the report card. Maintain day-to-day notes regarding student progress. The supervising teacher shall determine requirements for course grades and communicate them in advance.
- Notify bus garages and drivers of last day of bus runs for the semester.
- Document any problems occurring at the job site and notify WEP staff or county/school supervisors as soon as possible.
- Contact WEP county or school supervisors if any questions arise.

### **EDUCATION and/or EXPERIENCE**

Demonstrated relevant experience in education, social work or related field.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Aside from having experience in working with school-age children, effective written and verbal communication skills and familiarity with local health and human service agencies a site coordinator must possess the knowledge, skills and personal attributes needed by entry-level professional to support the critical features of positive youth development settings. These core competencies are as follows:

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.

### **LANGUAGE SKILLS**

Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

### **WORK ENVIRONMENT**

The position is located at the designated schools. Regular and satisfactory attendance and punctuality are required. The office space is located in the area assigned by the school's principal.

Criminal background check required.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Section 504 Coordinator, McDowell County Board of Education, 900 Mount View Road, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*

### **SEND RESUMES TO:**

[jlbutter@wvesc.org](mailto:jlbutter@wvesc.org)

### **DEADLINE TO SUBMIT:**

October 18, 2023 by 4pm – or until closed