

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Job Coach

Supervisor: Teacher
Building Administrator
Director of Student Support
Services

FLSA Status: Non-Exempt **Employee Group:** Para Educator

Qualifications:

1. Is at least 20 years of age; **and**
2. Obtained an Illinois Professional Educator License, Professional Educator License with stipulations or Substitute Teaching License.

Ways to obtain Qualification #2 must include at least one of the following:

- Completed 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official transcript); **or**
 - Obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript); **or**
 - Met a formal State assessment by ONE of the following means:
 - a. Passed the ETS ParaPro assessment with a score of 460 or higher (evidence is an official score report); **or**
 - b. Passed the applicable ACT WorkKeys assessments (Applied Mathematics – 4, Reading for Information – 4, Writing/Business Writing – 3);
3. Able to perform non-medical duties such as general hygiene, grooming, diapering, feeding and lifting 50 pounds or less with or without accommodations, if required.

Terms of Employment:

- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Supervise and assist students with Individualized Education Program during in-school and out-of-school work experience to promote independence in the workplace.

2. Monitor students as they proceed through the sequenced work experience relating to their Individualized Education Program objectives and adaptations enabling them to acquire marketable work skills.
3. Train, counsel and shadow individual student's attendance records and progress notes.
4. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.
5. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.