



TITLE	CLASSIFICATION	SALARY GRADE
STUDENT SUCCESS COACH, COLLEGE TO CAREER PROGRAM	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general supervision, develop and provide instructional and/or on the job assistance to students with intellectual disabilities participating in the College To Career (C2C) Program; individualize study and work place strategies to address cognitive, motivational, and adaptive socialization functional limitations; adapt instructional methodologies to assist students in obtaining job skills; and monitor students' progress.

SCOPE:

The Student Success Coach, College to Career Program has the flexibility to effectively work with students whose disabilities require specialized assistance to adapt equipment, acquire information, understand concepts, and demonstrate knowledge in both classroom and employment settings. Works collaboratively with program, District, and community agency staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coaches students in the C2C program to assist in meeting their academic and career goals; advises student on disability related accommodations and disclosures.
2. Assists students with job searches, including preparing application materials, and coaching on appropriate presentation skills.
3. Prepares and gives presentations to students, their families, and C2C Advisory Board.
4. Assist students in accessing District resources and in contacting community agencies.
5. Develops individualized instructional methodologies to assist students in achieving their education and vocational goals.
6. Assists students with computer and assistive technology.
7. Consults with C2C Program staff, District faculty and staff, and employers regarding students' educational/vocational progress; collaborates with case management team and maintains student records.
8. May assist employers in identifying and implementing workplace accommodations.
9. Ensures compliance with Federal, State, county and District regulations for staff, students, community partners and employers; develops and maintains resources and forms for employers, students and staff.
10. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
11. May supervise and train student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work effectively with students with intellectual disabilities in educational and employment settings; establish and maintain collaborative working relationships with members of a diverse community, including employers, students, faculty and staff; develop and apply learning strategies and instructional methods which meet individual needs and address functional limitations; communicate effectively in English; follow and give oral and written communications; work independently with a minimum of supervision; demonstrate sensitivity, to, and respect for, a diverse population.

KNOWLEDGE OF:

Federal and State labor laws and regulations relevant to persons with disabilities including: Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs; specialized equipment used in classroom and job settings; District procedures, policies and programs; community resources; standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

Previous (less than one year of full-time equivalent experience) experience in an educational or social service setting working with students with disabilities, including experience managing a diverse caseload.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting items (up to 50 lbs. unassisted), bending, standing, climbing or walking.