

Job Description

Title: Young Adult Program Special Education Job Coach & Van Driver

Reports to: Young Adult Program Coordinator

General Summary: Assists the special education teacher in educating and caring for the needs of young adults with disabilities, including supervision on volunteer job sites, and transports young adult students to/from school and job sites.

Essential Functions:

1. Supports certified personnel by assisting with the academic instruction of individual or small groups of students to reinforce and follow-up learning activity. Monitors and maintains student behavior. (35%)
2. Assists students with personal hygiene needs: toileting, diapering, feeding, button G-tube feeding. Places, lifts and positions students in standers or walkers. (15%)
3. Drives a van to transport students to and from school/job sites by prescribed route in a safe and courteous manner. (20%)
4. In accordance with Nebraska Department of Education Regulations, administers medication to students as directed (5%).
5. Assists with lunchroom, snack, cleanup, laundry and outdoor recreation duties. (15%)
6. Assists the certified teacher by preparing instructional materials, grading papers, making copies, keeping records, or performing other duties as needed. (5%)
7. Performs daily inspection of van and maintains appropriate records and maintains the cleanliness of van. (5%)
8. Able to react to change productively and handle other essential tasks as assigned.
9. Other duties assigned.

Qualifications:

1. Education Level: High School diploma or equivalent
2. Certification or Licensure
 - * Valid Nebraska Driver's License and a good driving record.
 - * Nebraska Van Driver's Permit, Level-I and Level-II Certificates.
 - * Must be age 21 or above.
3. Experience desired:
 - Experience working with students desired.
 - Experience driving large motorized vehicles with a safe driving record. (One year successful experience as driver preferred).
4. Other requirements:
 - * Good English usage, grammar, spelling, and punctuation skills.
 - * Ability to perform basic math calculations.
 - * Ability to operate office machines/equipment, including copy machine, video recorder/VCR, tape recorder, record player, and calculator.
 - * Ability to operate personal computer and related software.
 - * Ability to relate to young adults with disabilities in a warm and accepting manner.
 - * Ability to establish and maintain cooperative working relationships with others.

Special Requirements:				
		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing		x	
2.	Walking		x	
3.	Sitting	x		
4.	Lifting _60_ lb max.		x	
5.	Carrying _50_ feet		x	
6.	Pushing / Pulling			x
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching Crawling		x	
9.	Reaching / Handling		x	
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein 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, duties and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

