

# ALAMO NAVAJO COMMUNITY SCHOOL BOARD INC

## JOB DESCRIPTION

**TITLE:** Special Education Transition/Job Coach **EMPLOYMENT TERM:** School Yr

**DIVISION:** Education

**DEPARTMENT:** Education

**EXEMPT/NON-EXEMPT:** Exempt

**FUNDING SOURCE:** Special Education

### QUALIFICATIONS:

#### MINIMUM REQUIREMENTS FOR HIRING IN THIS POSITION

- BA/BS in Special Education
- Teacher Licensure for New Mexico, or eligible for New Mexico Licensure within 3 months of signing contract.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

#### ADDITIONAL PREFERENCE:

- Fluent Navajo and English speakers with the ability to translate at a layman's level.
- Working knowledge of the language, traditions, relationships and customs of the community.
- Working knowledge of the physical, economic and social problems of the community.
- Working knowledge of appropriate professional inter-personal interactions with colleagues, supervisors, other school staff, students, parents and community members.
- Knowledge of students learning styles and interests to identify job opportunities

**SUPERVISED BY:** Superintendent/Principal

**SUPERVISES:** None

**PAY RANGE:** The incumbent is paid biweekly, following the completion of each official pay period, on the current ANSB Teacher payroll schedule based on level of licensure from the State of NM Public Education Department.

**WORKING HOURS:** 40 hours a week

**LUNCH HOUR:** 30 minutes

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**POSITION GOAL:** The purpose of this position is to perform a wide variety of specialized work to support secondary special education students in learning pre-employment skills, seeking out and coordinating employment opportunities in the community and developing independent life skills.

### **DUTIES & RESPONSIBILITIES:**

- Conducts intake interviews with students to assess their needs and goals, make appropriate resource referral based on those needs monitor students' progress towards their goals and evaluate options and services for student employment
- Promotes the program to the business community, students, participants, teachers, parents, etc. for the purpose of defining the program objectives and opportunities for participation.
- Participates in meetings, program special events training and/or workshops (i.e. community sponsored events on behalf of students, trains staff, award ceremonies, career events, etc.) for the purpose of receiving and /or conveying information.
- Monitors students' performance in a variety of work sites according to program guidelines (i.e. visits job sites, obtains employer evaluations, serves as liaison between employer and student, etc.) for the purpose of identifying areas required additional training and techniques and methods for maintaining solid work habits.
- Knowledge of students learning styles and interests to identify job opportunities
- Seeks out employment opportunities for students for the purpose of assisting the in preparing for testing interviews and obtaining proper documentation to meet program objectives
- Prepares reports, written plans and documents as directed.
- Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
- Performs other duties as may be assigned by the supervisor.

### **SPECIAL CONDITIONS:**

1. This position is subject by law to finger printing and a criminal/character back ground investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles /rubella, and of tuberculosis status by skin test or X-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

**APPROVED: 7/27/2017**

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**ACCEPTANCE**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

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Employee

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Date

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