

Anoka Hennepin Independent School District #11

Position Standard

Job Coach Supervisor

Job Coach Supervisor, working under the direction of the Career and Tech Ed Program Director, assists with the vocational development of worked-based learners and coordination of district Job Coaches and work sites.

Essential Functions:

- Coordinate and schedule Job Coaches (19 coaches, subs) district-wide to meet the needs of students at 40- 50 work sites, including district sites as well as community-based sites.
- Analyze the needs, functions, and technical skills of work sites to effectively coordinate Job Coaches based on experience, training, skills, etc.
- Supervise implementation of vocational goals as related to IEPs to promote student success.
- Support and provide professional development for Job Coaches related to IEP needs, cognitive function and behavior interventions.
- Collaborate with Licensed Work Coordinators at high schools to assure modifications and adaptations are followed.
- Communicate student progress, issues, and concerns to appropriate work coordinators at schools, and provide recommendations and support when necessary.
- Provide training and support to Job Coaches related to work sites procedures, student goals and evaluations, and modifications necessary to support specific student needs.
- Develop, modify, and implement new work sites and restructure existing work sites to meet industry needs.
- Involvement in hiring process of all new coaches, including recruiting, assessing applications, interviewing, and checking references of potential job coaches.
- Process and report Job Coach payroll, mileage reports, requested leaves, etc.
- Manage non-paid job sites including ordering supplies, manage vendors and equipment (including repairs), etc.
- Involvement in performance evaluations for Job Coaches, including maintaining updates to job performance materials and evaluating Job Coach work performance.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Excellent communication, organizational, and interpersonal skills.
- Ability / desire to work collaboratively with departments, district staff, (including students, Job Coaches, Work Coordinators), employers, other stakeholders, and a diverse population.
- Demonstrated strong leadership skills.
- Ability to be flexible and function well in a busy environment.
- Must have reliable transportation.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- 5 years related experience and/or related education preferred.
- Previous experience working in Secondary Special Education students preferred.
- Experience recruiting, training, evaluating, and supervising employees and volunteers preferred.

Physical Factors include:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting or 25 lbs or less, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when driving is required