

Job Title:	PRINT SHOP JOB COACH	Reports to:	TSW COORDINATOR DIRECTOR OF SPECIAL EDUCATION
FLSA status:	Non-Exempt	Supervisor duties:	None/students
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	The position is an individual who is employed to help people with disabilities learn, accommodate, and perform their work duties. ... In addition to working on skills related to performing specific job tasks, a job coach also helps with interpersonal skills necessary in the workplace.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise students with disabilities while they receive hands-on work experience in the Print Shop.
- Provide job setting experience to students with disabilities to learn entry level job skills including time management, organizational skills, interpersonal skills, and hard and soft employment skills.
- Understand and assist students in taking and delivering orders, phone etiquette, punctuality, collating, binding, and other print related tasks.
- Assist students in learning interoffice communication skills.
- Provide assistance to student as designated by IEP team
- Order and maintain all print shop supplies, complete inventory and keep accurate inventory list
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Interpersonal skills, respect for confidentiality, demonstrate a positive attitude
- Ability to multitask, prioritize and work in an organized manner
- High level of written and oral communications skills including telephone etiquette
- Demonstrate ability to maintain accurate and detailed records
- Understand and provide supplemental assistance to students with disabilities
- Demonstrate a high level of customer service while working with coworkers, students, and administration
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, good work attitude with a positive and pleasant disposition.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- AA degree or 60 credit hours or ability to pass paraprofessional test

Computer Proficiency: MS Office Suite, Student Management Software, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.