



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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**Position Title** CALA Job Coach  
**Reports To** CALA Director, Director of Special Education  
**Level/Grade** Grades 5-12  
**Type of position:**  12 Month  10 Month  Contractor  Extra Curricular  
**Appointment via interview process.**

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The Chariho Alternative Learning Academy (CALA) Job Coach will work in partnership with the district and CALA school leaders, the CHILL Mentor Coordinator, and community members to develop and implement a Job Coaching Program at CALA. This holistic Job Coaching Program would prepare students for the ultimate secondary applied learning experience, a paid internship by their Junior and Senior years. This position may require unpaid commitment of time during the summer, not to exceed 15 days, with a commensurate release of time during the normal school year, with the ability to work flexible hours, including some evenings and weekends.

### Qualifications

- Rhode Island Department of Education Secondary Special Education Certification
- Three years of related experience

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Build and implement a CALA Job Coaching Program, which includes an internship component, for approval by the School Committee.
- Work closely with Secondary School Administrators to ensure program consistency and alignment in District.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the school counseling curriculum, especially as it relates to career development.
- Develop and teach a Career Exploration curriculum that also connects to the student's graduation portfolio requirement.
- Applies current research-based best instructional practices and strategies to deliver the curriculum.
- Assists students in identifying career interests.
- Organizes, presents, and pursues student opportunities.
- Collaborates with guidance counselors in the development of individual learning plans.
- Visits sites to ensure safety compliance.
- Monitors student progress.
- Meets and consults with students to discuss onsite experience and evaluates effectiveness.
- Seeks and identifies new student opportunities.
- Integrates technology to coordinate and deliver the job coaching program.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Complete Transition Assessments and assessment summaries for IEP team review.
- Meet with potential community placements, evaluate their fit, and maintain communication and supports.
- Engage with CALA staff, students, families, community members, and the CALA Community Advisory Board to better understand the needs and goals of the program.
- Work to ensure program sustainability during the 2021-2022 school year and beyond.
- Provide transportation for students, ability to obtain CDL proper license required.
- Other duties as assigned by supervisor.

## **Supervises**

Students and potential community placements.

## **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and school committee policies.
- Demonstrated ability to work with youth and employers.
- Strong verbal and written communication skills.
- Strong organizational skills.
- Maintains confidentiality.
- Self-motivated.

## **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 this 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 regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people, and meet multiple demands from several people.

## **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

## **Education Requirements**

Bachelors' Degree or higher in related area.

## **Terms of Employment**

Work year, salary, and benefits established by the School Committee. Position dependent upon availability of grant funds.

## **Created 7/15/2020**

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

