VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: INSTRUCTIONAL ASSISTANT/JOB COACH

BASIC FUNCTION:

Under the general supervision of a Dean and the functional direction of the Coordinator, Disabled Student Programs and Services or designee, provides on-the-job training for students with disabilities employed at private and public sector training sites; assist in the preparation of instructional materials and perform related clerical duties as assigned.

REPRESENTATIVE DUTIES:

- Assist in analyzing jobs at off-campus work sites, by observing workers, to determine major job duties and critical skills necessary to successfully perform work. E
- Provide on-the-job training in college classrooms and offsite locations to meet the individualized needs of students with disabilities in learning job duties and skills. E
- Provide employers with strategies for modifying job tasks to meet the special needs of the students. E
- Transport or arranges transportation for students to work sites and interviews. E
- Assist students in completing job applications and in practicing interview techniques. E
- Assist in the preparation of instructional materials; perform a variety of clerical duties such as duplicating materials, typing, filing, and maintaining student information, including attendance and progress data on appropriate forms and records. E
- Operate equipment as needed in the campus classroom or on the job site. E
- May assist in job development-related duties as necessary.
- Performs related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Basic employability skills, generalizable to all occupations
- Job coaching methods, techniques, and strategies
- Applicable job placement requirements, labor law, codes, regulations, rules, and statutes
- Modern word processing software
- Effective record-keeping methods and report procedures
- General needs and characteristics of students with disabilities
- Behavior management techniques

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INSTRUCTIONAL ASSISTANT/JOB COACH (continued)

Operation of a wide variety of tools and equipment used in classroom, office, and industrial environments
Correct English usage, grammar, spelling, punctuation and vocabulary
Basic First Aid procedures
Principles of basic supervision

ABILITY TO:

Communicate effectively, both orally and in writing
Work cooperatively with off-campus employers and students
Conduct job analysis and develop strategies for training
Practice sensitivity in working with a diverse population
Follow oral and written instructions
Work with and train hard-to-place students with disabilities
Plan and organize work
Operate and demonstrate use of a wide variety of tools and equipment used in classroom, office and industrial environments

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency.

Experience: Two years of paid work experience working with at-risk youth in a public or non-profit organization. Experience working with individuals with disabilities is highly preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license of the appropriate class; a valid First Aid Certificate issued by the American Red Cross, the American Heart Association or other nationally recognized sanctioning agency is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

College office and instructional environment
Various worksites in the community
Subject to driving vans to transport students with disabilities
Subject to lifting and pushing students, wheelchairs and other equipment for students with disabilities
Varying work hours

PHYSICAL ABILITIES:

May require climbing, standing, or sitting for extended periods
Lifting and carrying, reaching overhead and above shoulders, pushing or pulling
Walking, kneeling or crouching
Repetitive hand or body motions
Physical labor, utilizing hand or power tools
Bending as required by the specific job tasks of the student's work placement