



## City of St. Charles School District

# PARAPROFESSIONAL – WORK EXPERIENCE COACH

Reports to: Building Administrator  
Classification: Classified  
FLSA Status: Non-Exempt  
Terms of Employment: To be established by the Board of Education annually  
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

**JOB SUMMARY:** To provide support to the instructional program with specific responsibilities for supporting work experience opportunities for special education students with community businesses and organizations; to develop pre-employment and employment skills; to provide information and/or direction to students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Maintains confidentiality; unquestionable integrity.
- Assists transition coordinator, teacher, and related staff for the purpose of supporting or developing students' vocational skills and responds to inquiries in a timely manner.
- Collects proper documentation for the purpose of meeting requirements of program participation and/or parent/guardian approval.
- Serve as liaison with community organizations and businesses and school partners for the purpose of meeting the work education objectives.
- Maintains confidential and non-confidential manual and electronic lists and records for the purpose of task analysis.
- Counsels students in job search skills for the purpose of informing them of employment and career options.
- Drives to and monitors students' job locations for the purpose of ensuring compliance with pertinent child labor laws, insurance guidelines, and safety.
- Participates in meetings, workshops, and committees (e.g., community sponsored events, award ceremonies, career events) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines.
- Prepares reports and other written communications including letters, emails, etc.
- Trains representatives of participating organizations for the purpose of complying with program guidelines.

- Accompanies students on district transportation to job sites for the purpose of assisting them to prepare for work, testing, interviews, and obtaining proper documentation to meet program objectives,
- If applicable, drives to various job sites to assist students to prepare for work, testing, interviews, and obtaining proper documentation for the purpose of meeting program and job site objectives.
- Tutors students in vocational skills (e.g., work requirements, interviewing skills, self determination, etc.) for the purpose of enhancing their readiness for employment.
- Attends/Completes District PD and training.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Minimum of 60 college hours.
- Work experience in an educational setting preferred.
- Holds a valid Missouri Drivers License

**COMMUNICATION SKILLS:**

- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from students and community businesses/organizations.
- Communicate results of task analysis

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Ability to establish and maintain effective relationships with students, and business/community organizations.

- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.
- Ability to maintain database of caseload and services rendered.

**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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**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 the work environment is quiet to moderate. Duties are performed indoors and outdoors. Visits are performed in various places of student internship (range of environmental conditions noted).

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.

Work Experience Coach  
SY 2015-2016  
Revised SY 2022-2023