

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### JOB EXPERIENCE TRAINING COACH

### QUALIFICATIONS

- Associate's Degree OR High School Diploma or equivalence or Florida Special Diploma with equivalent experience in the area of responsibility.
- One-year experience in the area of training site responsibility.

### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of students with disabilities, unique characteristics, and learning styles.
- Knowledge of computer and technological applications as related to specific job functions.

### SUPERVISION

**REPORTS TO** Principal or Director of Special Education Services  
**SUPERVISES** No Supervisory Duties

### POSITION GOAL

***To supervise students with disabilities in a non-paid/paid vocational program in job skill experiences as a component of transition services on and off campus to enable students to gain employability skills.***

### PERFORMANCE RESPONSIBILITIES

1. \*Familiarize students with components of job skills and sites.
2. \*Assist in preparing task analyses for vocational training.
3. \*Assist in scheduling and preparing students to be good employees.
4. \*Maintain rapport among students, trainers, and staff.
5. \*Maintain open communication with business/school contact person.
6. \*Maintain records of student's progress to serve as an evaluation tool.
7. \*Work closely with Transition Resource Teacher to use and update Vocational Skills Tracking Sheet.
8. \*Provide the service identified through the planning process to assist students in making progress on identified transition skills.
9. \*Participate in training and professional development for district transition staff as appropriate.
10. Perform other duties as assigned by the Principal or Director of Special Education Services.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Computers, printers, file servers, scanners.

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## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-B3 \$18,173 - \$32,277**  
District Salary Schedule  
Months 10  
Annual Days 189  
Weekly Hours 37.5  
Annual Hours 1417.5

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 13  
EEO-5 Line 47  
Function 5200  
Job Code 1694  
Survey Code 52052

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**March 10, 2020**  
**July 9, 1986**

ADA Information Provided by Michelle Walsh  
Position Description Prepared by Michelle Walsh