

## Duty Statement

### **Job Developer/Coach**

1. Contact business leaders, industry organizations, professional organizations and other agencies to obtain job opportunities for students in career related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, and other career and work related activities. (Code 1)
2. Plan, develop, and implement work based outreach activities with employers and school districts. (Code 1)
3. Develop apprenticeship opportunities in targeted industries. (Code 1)
4. Assist employers with program development and act as a resource to schools interested in providing employer outreach services to students. (Code 1)
5. Assist school administrators and staff with program implementation. (Code 1)
6. Attend workshops, conferences and meetings with business and educational leaders to provide information on available programs. (Code 1)
7. Develop job sites and place special education and developmentally disabled students in these positions and provide follow-up supervision. (Codes 1, 7, 8)
8. Provide case management of students who have Medi-Cal or non-Medi-Cal services, job coaching or additional support as needed. (Codes 1, 7 or 8)
9. Drive to school sites, businesses and agencies as needed and coordinate student transportation to and from job sites or agencies. (Code 1)
10. Provide direct or indirect supervision of special education students involved in vocational education activities in the community. (Code 1)
11. Attend meetings on MAA Program. Complete quarterly MAA time surveys. (Code 15)
12. Maintain a variety of student and employer records through the use of computerized software programs. (Code 1)
13. Inform students and their families how to effectively access, use, and maintain participation in all health resources under the Medi-Cal program. (Code 4)
14. Provide initial referral assistance to families where Medi-Cal services can be obtained. (Code 4)
15. Assist students or families to complete Medi-Cal or Non-Medi-Cal applications to become eligible or to re-determine eligibility for services. (Codes 5, 6)

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16. Assist the student or family to collect or gather information in order to apply or re-apply for Medi-Cal or non-Medi-Cal programs. (Codes 5, 6)
17. Confer, counsel, and advise school, Medi-Cal or administrative personnel concerning the health issues of students in the program. (Code 8)
18. Participate in the Individual Transition Plan (ITP) process for students with Medi-Cal and non-Medi-Cal services. (Codes 7, 8)
19. Serve as a liaison between school, family, business community, and the Department of Rehabilitation. (Code 1)
20. Develop a working relationship with agencies who are involved in vocational training, education, and job placement of students with Medi-Cal and non-Medi-Cal services. (Codes 7, 8)
21. Assess the eligibility of students to determine their specific employment training needs. (Code 1)
22. Maintain communication with special education teachers in order to monitor or coordinate the Medi-Cal and Non-Medi-Cal services for students. (Code 7, 8)
23. Assist in the ongoing coordination, monitoring, referral or discussion about students' Medi-Cal health services. (Code 8)
24. Paid time off including paid lunches, breaks, jury duty, sick leave, bereavement or vacation leave. (Code 16)
25. Coordinate, participate in or present trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
26. Review school policies, procedures, or rules. (Code 16)
27. Complete work-related personal mileage and expense claims. (Code 16)
28. Attend or facilitate school or unit staff meetings, civic, board or other meetings, or required in-service trainings and events (not related to curriculum, instruction or students). (Code 16)
29. Provide general supervision of staff, including supervision of volunteers. (Code 16)