OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: IA - SPECIAL EDUCATION/JOB COACH

Department: Pupil Services

Fair Labor Standards Act Status: Nonexempt (Hourly)

Contract: 184 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything WE do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **IA - SPECIAL EDUCATION/JOB COACH** supports students in developing employability and independent living skills through participation in the Transition to Work Program. This role provides on-site job coaching, facilitates communication between employers and the school district, and supports student progress toward employment-related Individualized Education Program (IEP) goals.

Minimum Qualifications

- High school diploma or equivalent required; Associate's degree preferred.
- Valid Ohio Educational Aide Permit appropriate for service in Lakota Local Schools.
- Valid driver's license.

Key Responsibilities

Student Job Coaching & Skill Development

- Provide direct job coaching and training to students at work sites to ensure job responsibilities are successfully met.
- Support development of employability, communication, problem-solving, and workplace behavior skills.
- Model and reinforce appropriate workplace behaviors and expectations.

Employer Partnership & Site Coordination

- Establish and maintain positive, professional relationships with employers and job site supervisors.

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- Serve as a liaison between employers, students, families, and the school district.
- Identify, address, and resolve job-site concerns as they arise.
- Assist in developing new job sites and coordinating transportation as needed.
- IEP Support, Documentation & Communication
- Maintain daily documentation of student progress toward IEP employment goals.
- Communicate regularly with the Work Study Coordinator regarding student performance and needs.
- Support implementation of Behavior Intervention Plans in community-based settings.

Professional Practice & Collaboration

- Demonstrate flexibility, reliability, and professionalism in meeting program demands.
- Work collaboratively with staff, students, families, and community partners.
- Maintain strict confidentiality of student and program information.
- Complete assigned duties and meet deadlines in a timely manner.

Knowledge, Skills, and Abilities

- Knowledge of transition services, employability skills, and community-based instruction.
- Skill in building rapport with students and adults in diverse settings.
- Ability to communicate clearly and professionally in written and verbal formats.
- Ability to adapt to changing environments and respond calmly to challenges.
- Ability to maintain strict confidentiality, provide world-class customer service, answer emails promptly, and complete Safe Schools training in a timely manner.

Working Conditions

- Work is performed in school, community, and office environments.
- Ability to lift, push, or pull up to 20 pounds.
- Bending, lifting, twisting, and repetitive motions may be required.
- Frequent travel to community job sites required.
- Exposure to difficult, challenging, and confrontational individuals.

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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.