

## PARAEDUCATOR II – CAREER AND TECHNICAL EDUCATION

Classification: Instructional – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Instructional assistants assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

The incumbent provides vocationally specific instructional support to CTE teachers and is responsible for assisting groups of students in various curriculum clusters. Performs the full range of instructional assistant duties and responsibilities combined with applying vocationally specific experience and training to support student learning.

### **Part II: Supervision and Controls over the Work:**

CTE Technical Assistants work under the day-to-day direction of the certified staff member(s) supported, and under the direct supervision of the Principal or Principal Designee. Teachers provide specific directions and oversight of instructional support. Instructional Assistants are responsible for being familiar with the school/district policies and procedures which govern their work and their interaction with students, teachers, parents, and community members.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Works collaboratively by assisting teachers in assessment, curriculum implementation, student interactions, enforcing safe behaviors, and enhancing social growth of student in the classroom.
2. Assist students in the use and application of specific vocational knowledge, skills, tools, processes, and equipment. May assist students and coordinate with business representatives in an in-school or off-site work environment as part of the vocational learning experience.

3. Communicates with students, parents, and community members with respect and confidentiality and consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
4. Oversees student behavior and safety. Takes steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
5. Provides instructional support and tutoring to students in large groups, small groups, and one-on-one situations.
6. Documents behavior and progress of students to assist teacher in assessing progress with education plans. Maintain, or assist in maintaining, student weekly progress reports.
7. Perform clerical duties such as making copies, operating office equipment, answering telephones, ordering materials, and record keeping.

Performs other Duties as Assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Degree.
- Associate's Degree, or two years of post high school education, or successfully passing the written Educational Testing Service competency examination.
- Three years of experience in the specific vocational area of the position (e.g., child services, culinary arts, manufacturing, marketing, cosmetology, etc.).
- Skill in the use of equipment and materials specific to the vocational area of the position.
- May be required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
- May be required to be trained in specific instructional methodologies in such content areas as reading, writing, and mathematics.

- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Able to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
- Able to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Be or become knowledgeable and supportive of classroom management and student discipline procedures.
- Constantly exhibit command and proper enunciation, spelling, syntax and use of the English language to assist and model proper language usage by students.
- Able to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.
- Skill in the use office and computer equipment and use standard office software and student information system software.

**Part V: Desired Qualifications:**

- Knowledge/training from a university teacher preparation program that would lead to a license to teach in a core academic area (language arts, reading, mathematics, sciences, social studies).
- Bilingual and bicultural skills in such common languages to the District as Spanish, Korean, Russian and Vietnamese (to be determined by the specific position).

## **Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on or drive school owned or leased vehicles while supervising and assisting students.