



Job Title: Career Instructional Support Paraprofessional

Supervisor: Principal

Terms of Employment: 185 days

Job Summary:

Supports the coordination, accountability and delivery of supplemental career readiness activities to high school students.

Essential Duties:

1. Assists with the implementation of career readiness activities for students under the direction of the classroom teacher(s) and/or service provider(s).
2. Coordinates with classroom teachers, service providers and agency representatives regarding the provision classroom and community-based activities related to career readiness and work-based learning.
3. Assists with individual or small group instruction developed and supervised by the teacher in the assigned class(es) including but not limited to career readiness and/or career readiness assessment preparation.
4. Communicates with employers and agency representatives regarding student placement and performance in career-readiness and work-based learning activities and experiences.
5. Assists with securing, coordinating and monitoring students' work-based learning activities.
6. Collects, charts and reports students' performance data related to work-based learning activities.
7. Completes all required work-based learning documentation and evaluation forms for students participating in work-based learning activities.
8. Collaborate with school counselors, classroom teachers and students to ensure alignment between students' individual graduation plan, post-secondary individualized education plan (when appropriate) and career readiness activities and work-based learning experiences.
9. Attend and participate in professional development activities as directed by school and district administration.
10. Implement Board policies and administrative rules and regulations relating to the school.

Other Duties:

Performs any other related duties as assigned by the Principal or other appropriate administrator/supervisor. Job Specifications 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 duties.



Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Minimum of 60 college credit hours, or an Associate's Degree from a *regionally accredited college/university (Attach a copy of your transcript)* or
2. Paraprofessional certificate (minimum score of 456 on the exam), (**Attach a copy of your test scores**) or
3. Passed all 3 areas of Work Keys. (**Attach a copy of all 3 test results**)
4. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
5. Write routine reports and correspondence;
6. Communicate effectively

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' behavioral, physical or sanitation/hygiene needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the well-being and safety of students, including but not limited to positioning, transferring and restraining;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

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. Duties are normally performed in a



school/classroom environment. Duties may be conducted in work-related community settings and/or performed while the student is transported to and from school and/or on study trips away from the school.

Pay Grade: 103-104 Based on Education

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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