

Job Title:	CTE Paraprofessional	Reports to:	Supervising Teacher Director of CTE
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Assist in the assessment process of students referred as required by state statute; scoring state required assessments in reading, writing, oral and listening with state required assessment, documenting information on student's proficiency.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prior to receiving the list of students, talk to teachers in CTE classes to see where they may need assistance, and which at-risk students need help. Concentrate help on special needs students.
- Develop a flexible rotation schedule with CTE teachers who request assistance for their special needs students. Confer with CTE Director, regarding priorities, if conflicts arise.
- Once students are identified expand assistance as needed to additional students.
- Assists special education and special needs students who are enrolled in CTE classes to succeed in both their academic and vocational classes.
- This might include talking with the student, talking with the teacher, to share ideas on how that student might be helped to succeed. Some students may need a test read to them. Others may need to give their answered aloud. The CTE aide can help with these kinds of accommodations for the special education/special needs student.
- Assist in proper use, care and protection of school property and equipment under the teachers' direction.
- Help maintain tools and equipment
- Observe shops/laps for student safety
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to relate well to both children and adults
- Good written and oral language skills
- Ability to understand and provide supplemental help to students
- Passing Score on the Parapro Test
- Demonstrated ability to maintain accurate and detailed records; computer experience preferred
- Welding Aid, welding experience required.
- OSHA Certificate preferred

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Hold one of the following:
 - Associate's Degree or higher
 - completed two years of study (equaling 60 or more credit hours) at an accredited institution of higher education (100 level coursework and above)
 - obtained a passing score on an ADE-approved assessment (ParaPro, ACT Workkeys, or Master Teacher's Para Educator Learning Network).

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.