



CAREER SPECIALIST

Classification: Career Specialist

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees 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 district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Paraeducators perform a variety of instructional, classroom support, and student supervision duties to assist the school and teachers in instruction, supervision and education of students

Part II: Supervision and Controls over the Work

Paraeducators work collaboratively under the direction of the teacher, who assign specific responsibilities, and under the direct supervision of the principal or principal designee. Principal or principal designee provides training, direction, and guidance governing the performance of school-wide duties. Paraeducators are responsible for being familiar with the school/district policies and procedures which govern their work.

Part III: Major Duties and Responsibilities

Duties may include some or all of the following:

1. Develops career objectives and enhances social growth of student in the classroom.
2. Assists students in the use and application of specific vocational and career 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. Maintains, or assists in maintaining, student progress reports.
7. Performs 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

1. Must have experience working or interacting successfully 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.
2. High School diploma or equivalent.
3. Successful completion of an associate's degree or two years (72 credits) of post-high school education in related areas of study. The education requirement may be substituted by successfully passing the ParaPro Assessment.
4. Required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
5. Skill in the use office and computer equipment and use standard office software and student information system software.
6. Knowledge of student discipline procedures.
7. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
8. Ability to assist, console, and manage students who may be emotional, distraught, or frustrated. Ability to conduct conflict resolution between students.
9. Ability to remain professional, calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.

10. Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
11. Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
12. Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
13. Ability to communicate effectively verbally and in writing.

Part V: Desired Qualifications

1. Bachelor's degree.
2. Bilingual skills in a common language to the district and community.
3. Two years of experience that demonstrates the ability to work successfully with children in a learning environment.

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 school owned or leased vehicles while supervising and assisting students.