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TECHNICAL & EDUCATION CENTER

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www.alleganaesa.org



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VACANCY

(External)

POSTING DATE: June 20, 2017

TITLE: PARAEDUCATOR
Allegan County Area Technical & Education Center
Allegan Area Educational Service Agency

QUALIFICATIONS:

1. Associates Degree or Work-Keys required.
2. Possession of a valid sub permit preferred.
3. Competence in the use of computers.
4. Maturity, patience, and people skills to deal effectively with adults and high school students in an educational setting.
5. Skill and confidence to role model employability skills and the capability to effectively hold students accountable to the highest degree of business standards.
6. Ability and willingness to work independently with minimal supervision.
7. Strong demonstrated interpersonal skills, both written and oral.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Tech Center Building Principal

JOB GOAL: The primary role of the Paraprofessional is to reinforce the instruction provided by the Instructor, and to provide supportive assistance to identified students with demonstrated need. In addition to, safety, student achievement and leadership programming, record keeping, housekeeping, lab or work-site supervision, inventory, E-skill evaluations and other responsibilities as assigned.

APPLICATIONS: To be considered for employment you must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired.

DEADLINE FOR APPLICATIONS: Until filled.

ESSENTIAL JOB FUNCTIONS:

1. Ability to speak to individuals one-on-one and facilitate group discussions.
2. Ability to read, interpret and follow multiple step directions.

3. Demonstrated ability to handle and resolve conflict productively.
4. Demonstrated ability to establish and maintain boundaries with students/families.
5. Deliver educational support services as assigned.
6. Maintain confidentiality of student records and information.
7. Demonstrated ability to adhere to Board and Building policies and procedures.
8. Ability to drive between AAESA buildings, local school districts, and to workshops, meetings and conferences throughout the state.
9. Must be able to lift, and move short distances, weights of up to 50 pounds.
10. Available to work 8:00-3:00 with occasional evenings or weekends.

PERFORMANCE RESPONSIBILITIES:

11. Under the supervision of the classroom teacher, provide and reinforce basic skills instruction as outlined in each student's individualized plan.
12. Assist in the administering of tests related to the instructional program.
13. Assist with E-skill accountability & scoring, Student Leadership programming, Student Achievement documents, records and phase referrals as needed.
14. Assist students in meeting deadlines for work assignments, ie; help students preplan to get work in on time, leading to their success.
15. Prepare materials for instructional purposes as assigned.
16. Assist teacher with record keeping, progress reports, etc.
17. Prepare and submit weekly student reports.
18. Assist in or oversee student activities in labs, shops, and/or classrooms.
19. Supervise Capstone student check in sessions and maintain Capstone paperwork.
20. Perform such other tasks as may be assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

As per terms of master agreement, under the union classification of a Paraprofessional and provisions established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Hourly Personnel.

STATEMENT OF ASSURANCE:

The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, height, weight, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-3777

POSTING APPROVED BY _____ **DATE** _____

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DISTRIBUTION:

1. AAESA Employees
2. AAESA Employee Association
3. Local School Districts/ISD's/Colleges
4. Applitrack