POSITION DESCRIPTION

TITLE: Career and Technical Education Paraeducator-Floral Shop
LOCATION: Mountain View High School-Evergreen High School
REPORTS TO: Classroom Instructor(s)/Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The above position will facilitate high school students, grades 9-12, in the operation of the floral shop during the lunch hour and perform reconciliation of funds.

ESSENTIAL FUNCTIONS:
1. Demonstrated ability to assist the classroom instructor(s) in supervising and working with students as follows:
   • Communicate effectively with students, staff, and the general public.
   • Assist in providing one-to-one and group instruction to students.
   • Assist in implementing behavioral management strategies using the same emphasis and techniques as set forth by the instructor.
   • Assist in organizing, ordering and preparing various instructional materials.
   • Assist in floral arranging.
2. Operate class support equipment.
3. Perform a variety of light clerical duties.
4. Perform cash register work.
5. Reconcile daily deposits with building budget secretary.
6. Travel from location to location in order to accomplish tasks.
7. Perform First Aid/CPR as necessary.
8. Coordinate projects for advanced students.
9. Pick up wholesale merchandise from various vendors.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Walking (33-66%)
- Bending/Stooping (Up to 33%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Speaking (66-100%)
- Sitting (33-66%)
- Acceptable Attendance
- Lifting/Carrying Up to 30 lbs. (Up to 33%)
- Hearing (66-100%)
- Writing (33-66%)
- Standing (33-66%)
- Driving (33-66%)

MENTAL DEMANDS REQUIRED:

- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Confidentiality (66-100%)
- Training (33-66%)
- Constant Interruptions (66-100%)
- Math (33-66%)
- Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), Macintosh, typewriter, telephone, copy machines, FAX machine, modem, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Light typing/keyboarding (30-50 wpm.)
2. Demonstrated ability to communicate effectively with students, staff, and parents.
3. Previous experience working with students.
4. Previous experience working with retail floral industry preferred.
5. Must possess personal characteristics of flexibility, initiative, cooperativeness, and the ability to maintain confidentiality.
6. Demonstrated ability to operate a computer using a Windows environment and related applications.
7. Demonstrated ability to use the internet and various presentation software (PowerPoint) preferred.
8. Must possess basic math skills.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Demonstrated organizational skills, the ability to prioritize tasks, and the ability to follow through.
11. Must be 21 years of age in order to obtain Type II Driver certification to transport students.
12. Must be able to travel from location to location in order to accomplish tasks.
13. Must have or be able to acquire a First Aid/CPR card within 30 days of employment.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ________________________________ Date: _____________

District: ________________________________ Date: ______________

Revised Date: 12/16/16
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Career and Technical Education Paraeducator-Floral Shop