POSITION DESCRIPTION

TITLE: Career and Technical Education Paraeducator  
Retail Marketing
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor and Cascadia Technical Academy (CTA) Director
DEPARTMENT: Cascadia Technical Academy (CTA)

SUMMARY STATEMENT:
Under the supervision of the Career & Technical Education Instructor, the Career & Technical Education Paraeducator will assist in the supervision of instructional activities in the Retail Marketing class. The Paraeducator will work closely with Special Ed/At Risk students in individual groups as well as in small group settings.

ESSENTIAL FUNCTIONS:
1. Demonstrated ability to assist the Career & Technical Education instructor in supervising and working with Special Ed/At Risk students by:
   • Assisting in providing one-to-one and group instruction to students so as to meet course outcomes.
   • Assisting in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.
   • Assisting in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Keeping accurate data on student progress.
   • Assisting in administering and scoring formal and informal tests.
   • Implementing behavioral management strategies using the same emphasis and techniques as the teacher.
   • Assisting in organizing and preparing instructional materials.
2. Demonstrated organizational skills, the ability to prioritize tasks, and the ability to follow through.
3. Must be able to demonstrate personal characteristics of flexibility, initiative, cooperation and confidentiality.
4. Ability to establish positive relationships with others as part of a team.
5. Demonstrated ability to work in a variety of Career & Technical Education classes including those that are technical in nature.

OTHER RESPONSIBILITIES:
1. Participate in Skills Center meetings specific to improving instruction for students.
2. Perform related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Speaking (66-100%)  Hearing (66-100%)
Sitting (33-66%)  Writing (Up to 33%)  Bending/Stooping (33-66%)
Standing (33-66%)  Acceptable Attendance  Walking (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)  Math (66-100%)  Reaching/Squatting (33-66%)
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (Up to 33%)
Multiple Concurrent Tasks (66-100%)  Constant Interruptions (66-100%)  Confidentiality (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.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (Clone), typewriter, telephone, compass, protractors, and all other equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Demonstrated ability to supervise and work with Special Ed/At Risk students.
2. Must be able to demonstrate personal characteristics of flexibility, initiative, cooperation, and work ethic.
3. Previous experience working with students in technical or vocational areas.
4. Demonstrated ability to use math skills up to algebra.
5. Demonstrated ability or willingness to learn computer skills.
6. Demonstrated ability to operate copy machines and standard office equipment.
7. Demonstrated ability to establish positive relationships with others as part of a team.
8. Demonstrated ability to effectively communicate both verbally and in writing.
9. Must possess valid driver's license.
10. Demonstrated ability to work independently.

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

PSE: ________________________________  Date: _______________

District: ________________________________  Date: _______________

New
Revised Date:  12/20/16
Classification:  Paraeducators
Class:  Class II
Display on Web?  Yes

Career and Technical Education Paraeducator
Retail Marketing