POSITION DESCRIPTION

TITLE: Career and Technical Education Technology Education  
Paraeducator

LOCATION: Heritage High School

REPORTS TO: Principal/Associate Principal(s)/Instructor  
Career and Technical Education

SUMMARY STATEMENT:
Under the supervision of the building principal(s) and Career & Technology Education Department Leader, this position will be responsible for setting up and maintaining a production laboratory for use by individual and small groups of students from the Building Technology Education courses.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students and staff.
2. Establish and maintain a hand-tool/portable power tool management system which provides for visual inventory control.
3. Establish and maintain safety zones and safe operating procedures for all equipment.
4. Provide demonstrations and assistance to students in the safe and correct use of tools, materials, and equipment.
5. Assist department teachers in setting of demonstrations and labs related to instruction in the production lab.
6. Maintain all equipment safety devices and guards to assure student safety. Report student safety violations to teacher(s).
7. Test students on safe and correct way to use tools and equipment in the production lab, and provide records of students meeting standards to student teachers.
8. Set up and maintain a supply inventory dispensing and reordering system for supplies and materials.
9. Set up and monitor lab clean-up and maintenance procedures.
10. Coordinate with teachers the construction of student-constructed projects and products.

OTHER RESPONSIBILITIES:
1. Perform related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
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<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Writing (Up to 33%)</td>
<td>Bending/Stooping (33-66%)</td>
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<tr>
<td>Standing (33-66%)</td>
<td>Acceptable Attendance</td>
<td>Walking (33-66%)</td>
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<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
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<td>Reaching/Squatting (33-66%)</td>
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MENTAL DEMANDS REQUIRED:
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%) = Occasional

**TOOLS AND EQUIPMENT NECESSARY:**
A variety of hand tools and portable power tools, telephone, and all other equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Three or more years of experience in one or more of skilled areas to include but not limited to welding, machining, millwright, maintenance mechanic, sheet metal or tool and die making.
2. Must be able to demonstrate personal characteristics of flexibility, initiative, cooperation, and work ethic.
3. Previous experience working with students age 14-18 preferred.
4. Demonstrated ability to communicate effectively.
5. Experience in the use of a variety of hand and power tools used in fabrication and assembly.
6. Demonstrated ability to maintain the various tools and equipment.
7. Demonstrated ability to work with minimum supervision and the ability to problem solve.
8. Demonstrated ability to establish positive relationships with others as part of a team.