POSITION DESCRIPTION

TITLE: College, Career and Technical Education - Manufacturing Technology Education Paraeducator

LOCATION: High School

REPORTS TO: Principal/Associate Principal(s)/Instructor

DEPARTMENT: College, Career and Technical Education

SUMMARY STATEMENT:
Under the supervision of the building principal(s) and 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 Metals Manufacturing building Technology Education courses.

Safety demonstrations and tests are done by the instructors only; however, the assistant will have to know and enforce the procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students and staff.
2. Establish and maintain an inventory system for tools, materials, and equipment.
3. Work with the various related tools and equipment.
4. Set up and maintain the handling of tools and materials.
5. Establish and maintain safety zones and safe operating procedures for all equipment.
6. Maintain all wood working and metal working equipment, including safety devices and guards.
7. Report all safety violations.
8. Assist teacher(s) in the shop before and during instruction.
9. Assist teacher(s) in the coordination and preparation of projects for the students.
10. Set up a schedule and monitor clean-up procedures.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Writing (Up to 33%)</td>
<td>Bending/Stooping (33-66%)</td>
</tr>
<tr>
<td>Standing (33-66%)</td>
<td>Acceptable Attendance</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Reaching/Squatting (33-66%)</td>
<td></td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (Up to 33%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
<td>Confidentiality (66-100%)</td>
</tr>
</tbody>
</table>

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:
Telephone, torch, MIG, TIG, 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 with welding, machining, maintenance mechanics, sheet metal or tool and die making, and small engines.
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

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

PSE: ________________________________ Date: ______________

District: ________________________________ Date: ______________

Revised Date: 12/08/17
Classification: Paraeducators
Class: Class II
Display on Web? Yes

College, Career and Technical Education - Manufacturing Technology Education Paraeducator