POSITION DESCRIPTION

TITLE: Computer Guided Study Paraeducator
LOCATION: High School
REPORTS TO: Associate Principal/Principal
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The Computer Guided Study Paraeducator will work as part of the secondary educational building team in the planning and implementation of Guided Study, Peer Tutors, and the Computer Guided Study program for the high school buildings in the Evergreen School District. This may include, but is not limited to providing one-on-one, small group, and large group assistance to students involved in credit recovery and WASL preparation; setting up and demonstrating the operation of the Computer Guided Study program to students and teachers; setting up and demonstrating adaptive equipment and software for students and teachers; participating in workshops, presentations, and demonstrations scheduled by the high schools, and providing support to students and teachers.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with administrators, counselors, teachers and students, in person, by telephone, via E-mail, and in writing.
2. Work with Instructional Technology staff in updating Computer Guided Study programs.
3. Attend At-Risk meetings with Advocates, Counselors, and Administrators.
5. Oversee monthly Computer Guided Study user’s group meeting.
6. Maintain record keeping for students who have been assigned Computer Guided Study.
7. Communicate with Counselors regarding student progress.
8. Participate in workshops, meetings, and activities of Computer Guided Study Training.

OTHER RESPONSIBILITIES:
2. Detailed record keeping of each student’s progress.
3. Communicate with Computer Guided Study counter parts as needed.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Standing (66-100%)
- Writing (33-66%)
- Acceptable Attendance
- Lifting (33-66%) Up to 50 lbs. individually
- More than 50 lbs. with assistance
- Speaking (66-100%)
- Sitting (33-66%)
- Bending (33-66%)
- Reaching (33-66%)
- Use of hands and/or arms for repetitive motion (33-66%)
- Hearing (66-100%)
- Walking (66-100%)
- Stooping (33-66%)
- Pushing/Pulling (33-66%)

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%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Windows, Computer Guided Study software, BASI, Excel, telephone, FAX machine, copy machine, 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 (35-50 wpm).
2. A minimum of two years of experience in a related field, or equivalent training.
3. Experience with alternative education environment preferred.
4. Demonstrated ability to perform on the computer, using the Windows environment, Microsoft Word, Excel, Computer Guided Study software, and various other instructional software in the Windows format.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to communicate effectively with students, staff, and the general public.
7. Demonstrated ability to handle multiple priorities at one time.
8. Demonstrated ability to operate the office equipment and instructional technology related to this position.
9. Demonstrated organizational skills and a commitment to follow through without direct supervision.
10. Demonstrated ability to perform under conditions of frequent interruptions and perform under deadline pressure.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. 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: ________________

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

Computer Guided Study Paraeducator