POSITION DESCRIPTION

TITLE: Paraeducator, Criminal Justice Program
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor/Director, Cascadia Technical Academy (CTA)
DEPARTMENT: Cascadia Technical Academy (CTA)

SUMMARY STATEMENT:
Under the supervision of the Criminal Justice program instructor, this position will assist in the supervision of the Criminal Justice program activities working closely with high school students on an individual and group basis.

ESSENTIAL FUNCTIONS:
Assist the program instructor in supervising and working with students as follows:
1. Assist in providing group and individualized instruction to students.
2. Operate the computer.
3. Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
4. Maintain accurate data on student progress.
5. Communicate effectively with students, staff, and the general public.
6. Implement behavioral management strategies using the techniques that have been outlined by the instructor.
7. Assist in locating instructional resources that would be pertinent to the criminal justice field.
8. Assist in organizing and preparing a variety of instructional materials.
9. Assist in contacting community agencies to set up guest speakers, field trips, internships, etc. that will provide students with information about the criminal justice field.
10. Establish and monitor internships for students in the Criminal Justice program.
11. Attend various training sessions as necessary so as to maintain an up-to-date understanding of instruction and the criminal justice field.

OTHER RESPONSIBILITIES:
1. May be required to transport students on a sporadic basis.
2. Perform other 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>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
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<tr>
<td>Bending/Stooping (33-66%)</td>
<td>Acceptable Attendance</td>
<td>Reaching (33-66%)</td>
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<tr>
<td>Lifting Up to 50 lbs. individually (Up to 33%)</td>
<td>Writing (Up to 33%)</td>
<td>Driving (33-66%)</td>
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MENTAL DEMANDS REQUIRED:

<table>
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<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (Up to 33%)</th>
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<tbody>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
<td>Confidentiality (66-100%)</td>
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</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:
IBM/PC, telephone, copy machines, 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.
2. Two-year degree in Criminal Justice or related field, preferred.
3. Two years experience in related field, or a combination of education and experience, preferred.
4. Knowledge of or willingness to learn computer skills.
5. Demonstrated ability to communicate effectively with students, staff and the general public.
6. Ability to locate and effectively utilize community resources.
7. Demonstrated ability to establish and maintain a network of criminal justice resource persons within the greater metropolitan area.
8. Must possess personal characteristics of flexibility, initiative cooperativeness, and confidentiality.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Must possess organizational skills and the ability to follow through.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
12. Must qualify for and be willing to obtain a Type II Driver's License.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day
(Variable Days Per Year and number of hours per day may change year-to-year depending upon enrollment in the program.)

PSE: _______________________________ Date: ________________

District: _______________________________ Date: ________________

Revised Date: 05/14/2018
Classification: Paraeducators or PSE Pro-Tech, if qualified
Class: Class II or Class IV
Display on Web? Yes

Paraeducator, Criminal Justice Program