

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, CAREER/VOCATIONAL GUIDANCE PROGRAM,
LEVEL IV (Sehome High School)

REPORTS TO: High School Principal and Program supervisor (Career Specialist)

RESPONSIBILITIES:

1. Provide support and assistance to the Career Specialist and for Career Center activities.
2. Provide occupational information and related post-high school options to students.
3. Provide information for students interested in entering vocational/technical career areas, including information about non-traditional education and career opportunities.
4. Provide information for students interested in Tech Prep and related programs.
5. Assist with the coordination of career-related presentations by representatives from business and industry, technical, armed forces, and post-secondary education programs.
6. Assist in the coordination of career exploration and career units, career fairs, and job shadowing experiences.
7. Assist students in job placement activities such as completing applications, employment letters, and identifying employment opportunities.
8. Assist students in college or post-secondary placement activities such as accessing catalogs, financial aid information, and application packets. In conjunction with the program supervisor assist students in filling out application packets.
9. Promote post-secondary scholarship opportunities.
10. Operate computer equipment and software programs and input data and create reports as needed to support Career Center.
11. Guide and assist students in the operation of career/vocational software programs.
12. Make immediate, temporary program implementation decisions as needed, and discuss such decisions with the program supervisor.
13. Provide information for staff regarding use of occupational and career materials.
14. Provide assistance to the development and operation of career center services.
15. Assist the program coordinator working with students to develop appropriate career and educational plans.

RESPONSIBILITIES: (Continued)

16. Participate in professional development opportunities as suggested by the program coordinator.
17. Review program policies/procedures with supervisor on a regular basis.
18. Travel between schools and community partners to deliver services as needed.
19. Provide assistance with preparing reports and presentations.
20. Perform other tasks and responsibilities as the supervisor may assign.

QUALIFICATIONS:

1. An associate degree or two (2) years of post-secondary preparation from an accredited institution, plus two (2) years (4000 hours) work experience in business and industry; or four (4) years (8000 hours) work experience in business and industry.
2. Experience working with high school age students preferred.
3. Ability to operate computer equipment and software programs and input data and create reports as needed to support Career Center activities.
4. Ability to type/keyboard forty (40) words per minute.
5. Demonstrated ability using EXCEL, ACCESS, and Publisher.
6. Has, in the judgment of the administration, demonstrated interest in and ability to:
 - a. Communicate effectively and appropriately with high school students, staff, and community members.
 - b. Organize and schedule complex tasks and events; and follow verbal and written directions.
 - c. Ability to multi task effectively in a busy work environment.
7. Possess a valid Washington State driver's license.
8. Has, in the judgment of the administration, demonstrated aptitude and competency for assigned responsibilities.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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