

JOB DESCRIPTION

Pleasanton Unified School District

CAREER/VOCATIONAL PARAPROFESSIONAL

Purpose Statement:

The job of Career/Vocational Paraprofessional is done for the purpose/s of assisting the Workability Coordinator by performing a variety of general office functions and student related activities in support of the program; performing job coaching as assigned in support of the Employment Training Specialists; and monitoring student placements.

Essential Functions

- Assists with referrals of students and parents to classes, programs and/or outside agencies for the purpose of their obtaining information, training and/or services that will enhance student success in the program and transition from school setting.
- Coaches individual students on various subjects and/or job situations (e.g. job skills, interview techniques, etc.) for the purpose of assisting them in successfully maintaining a work experience placement.
- Collaborates with teachers, employers, government agencies, community groups, etc. for the purpose of assisting in promoting program services and/or feedback on students' performance.
- Maintains students' files, records, etc. for the purpose of documenting activities and/or providing an up-to-date references for use by other parties.
- Monitors a variety of activities related to program (e.g. student progress, referrals, etc.) for the purpose of collecting information for use in evaluating and/or modifying program to maximize success of program in relation to goals and objectives.
- Participates in a variety of meetings as assigned (e.g. interagency committees, employment network, community groups, etc.) for the purpose of conveying and/or gathering information required to perform functions or information benefiting program.
- Prepares documentation (e.g. reports, applications, case notes, instructions, memos, announcements, etc.) for the purpose of providing written support and/or conveying information.
- Presents information to teachers and students regarding program work placement opportunities for the purpose of promoting program services and developing referrals.
- Responds to inquiries (e.g. students, parents, government agencies, employers, staff, etc.) for the purpose of solving problems, providing information and/or referral to other parties for follow-up action.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: evaluating performance; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; disabilities; behavioral intervention techniques; and community resources

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice/Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 11