

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

PARAEDUCATOR – CTE Career Specialist

JOB SUMMARY: Under the supervision of the CTE Director, instruct students in career and educational planning and job search skills; promote career awareness and provide occupational guidance to individual students; perform clerical duties associated with program needs.

ESSENTIAL JOB FUNCTIONS:

- Provides instruction to students on the career planning process, post-high school planning, and job search strategies and techniques.
- Researches and provides a variety of relevant materials, statistics, trends, and options for student use.
- Administers and interprets both standardized and computer-assisted career tests to assist students with career decision-making.
- Maintains career resources such as books, files, catalogs, videos, school profiles, scholarships, and other information related to vocational schools, technical and community colleges, and other institutions and programs offering post-secondary training and education.
- Coordinates opportunities for career exploration or short-term job shadowing experiences for students in the areas of their occupational choices.
- Gathers and shares information from the community regarding vocational and career opportunities and available jobs.
- Assists students in the completion of military and apprenticeship applications, program visitations and related vocational scholarship opportunities.
- Maintains adequate and careful records as required by the director and district.
- Performs related duties consistent with the scope and intent of the position as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- High school graduate or equivalent.
- College or other in-service training preferred.
- Experience in related field preferred
- Eligible for Occupational Information Specialist Certificate
- Proven successful experience working with youth.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Demonstrated patient, understanding and receptive attitude toward students of varied age groups.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.

- Ability to establish and maintain cooperative working relationships with children and adults.
- Ability to plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Ability to work independently with appropriate direction and supervision.
- Working knowledge of common office equipment and machines.
- Demonstrated competence in the use of computers and computer programs.
- Demonstrated knowledge of research methods and report writing.
- Knowledge of record keeping techniques.

PHYSICAL DEMANDS:

- Persons performing service in this position classification will exert 10 to 40 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves frequent sitting, standing, walking, stooping and bending.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business and computer related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.