

CTE Paraprofessional

Supervisor: CTE Teacher/ Principal

Length of Work Year: 10 months

Length of Work Day: 6 hours per day

Summary of Responsibilities:

Provides instructional support to CTE students under the direct supervision of a highly qualified CTE instructor. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Responsibilities:

- Assists the teacher in working with students individually or in small groups to reinforce material and skills as directed by the teacher and related staff members in both school and job settings.
- Assists in implementing students' individual programs.
- Assists the teacher in implementing and maintaining classroom discipline as directed.
- Assists in planning lessons and activities for smaller groups or individual students under the direction of the teacher.
- Assists in organizing and preparation of classroom materials as directed.
- Assists with individual student needs as requested
- Ability to communicate well with students.
- Escorts students to and from the classroom as directed by the teacher.
- Monitors students' use of computers and software as directed.
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations as directed.
- Maintains a high level of ethical behavior and confidentiality.
- Perform other related tasks as assigned by the CTE Teacher that will aide CTE students in mastering the curriculum being taught.