

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: PT, 29 hours a week, 9 months	SECONDARY PARA-PROFESSIONAL
Revised: 05/20/14 Reviewed: 11/19/2015	Department CTEC
Level: Staff, Range 3	IPEDS CLASSIFIED STAFF
FLSA: NON-EXEMPT	Reports to: DIRECTOR OF CTEC

POSITION SUMMARY

1. Assist in the daily operations of the Technical Education Center.
2. Assist in tutoring various skill levels for disadvantaged students and/or students with disabilities.
3. Proctoring tests
4. Assisting in classrooms
5. Basic office skills

MAJOR FUNCTIONS

1. Assist in providing tutoring in numerous occupational areas for disadvantaged students and/or students with disabilities to better prepare them for a vocation.
2. Assist the Student Services Coordinator as a test proctor.
3. Assist classroom teachers with daily duties as assigned by the director and student services staff.
4. Assist in the daily operations in the CTEC office.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. The candidate must possess the ability to successfully pass the FBI Criminal Background Check
2. The candidate must be able to obtain a Missouri Substitute Certificate requiring a minimum of 60 college credit hours
3. Must have concern for young people's education.
4. Ability to assist in the educational procedures in the CTEC classrooms.
5. Ability to assist in the CTEC office by answering the phone, filing and performing basic data entry.
6. Ability to establish and maintain positive working relationships with students, staff, and parents.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operation of a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 1-4 Ability to perform basic word processing using MS Word.

POSITIONS SUPERVISED

NONE

WORKING CONDITIONS

1. Classroom and shop environment with exposure to noise, dust, and chemicals in the shop setting.
2. **Not to exceed a twenty-nine hour work week**, with some adjustment of time for in-service training and evening events.
3. A neat appearance in appropriate attire is required.

PHYSICAL DEMANDS

1. As needed in the classroom and office.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.