

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: PT, 29 hours a week, 9 months	Job Title: Secondary Para-Professional
Revised/Reviewed: 8/5/2019	Department: Dell Reed Technical Education Center
Level: Staff, Range 3	IPEDS: Classified Staff
FLSA: Non Exempt – as currently defined by DOL	Reports to: Director, Secondary Career and Technical Education

POSITION SUMMARY

Secondary Technical Education Center Para-Professional works closely with their assigned classroom teacher. The Para-Professional assists in tutoring various skill levels as well as working closely with at risk students and/or students with disabilities. The Para-Professional must be able to acquire a Missouri substitute certification.

MAJOR FUNCTIONS

1. Assist in providing tutoring in numerous occupational areas for at risk students and/or students with disabilities to better prepare them for a vocation.
2. Assist classroom teachers with daily duties as assigned by the TEC Director and student services staff.
3. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Must possess the ability to successfully pass the FBI Criminal Background Check.
2. 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. Must have the ability to assist in the educational procedures in the TEC classrooms.
5. Must have the ability to establish and maintain positive working relationships with students, staff, and parents.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operation of a personal computer within the Crowder College network environment.
- Ability to use E-mail.
- Ability to perform basic word processing using MS Word.
- Ability to use Tk20 functions appropriately.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a classroom and shop environment with exposure to temperature changes, noise, dust and/or chemicals in the shop environment.
2. Working hours not to exceed twenty-nine hours per week, with some adjustment of time for in-service training and evening events.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Involves mobility within the campus and various sites, light lifting of equipment, standing for extended periods of time, etc.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

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

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