

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: PT, 29 hours a week, 9 months	SECONDARY PARA-PROFESSIONAL
Revised: 06/11/2018 Reviewed: 06/11/2018	Department CTEC
Level: Staff, Range 3	IPEDS CLASSIFIED STAFF
FLSA: NON-EXEMPT	Reports to: DIRECTOR OF CTEC

POSITION SUMMARY

Secondary CTEC Para-Professional works closely with their assigned classroom teacher. They assist in tutoring various skill levels as well as working closely with at risk students and/or students with disabilities. 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 CTEC Director and student services staff.
3. Other duties as assigned.

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 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. 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 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 occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/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.