

TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title: Career & Technical Support Personnel
Department: Career/Technical Education
Reports To: Director - Student Services
Prepared By: Jay Ann McDonald Date: 9/8/97
Revised By: HR Date: 1/2018
Position Description Revised: Date(s): 8/30/99, 4/23/01, 12/04, 11/1, 1/18

SUMMARY:

Support personnel are employed for the purpose of supplementing, complementing, and reinforcing instruction in the lab, classroom, and/or Professional Learning Center. In matters pertaining to employment, sick leave, etc., they shall report to the Vocational Administrator. In matters related to instructional assignments, support staff shall report to the specific program instructor. The employee may be required, if necessary, to successfully complete classes for literacy tutor certification.

This is a TIPPA position with hourly rate and benefits as per the contract between TIPPA and the TISD Board of Education. The yearly calendar is based on the TTC school year. This person works up to 6 hours a day; up to 184 days a year. Classification: Technical-Vocational Paraprofessional.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides complementary, supplementary, and reinforcing instruction to the students in the program to which they are assigned
- Provides complementary, supplementary, and reinforcing instruction to the identified special populations students in their programs either in the lab, classroom, or PLC
- Assists students with KeyTrain
- Assists students with AV equipment and locating materials in the PLC
- Assists with administering tests
- Tutors students occasionally in the Professional Learning Center
- Tutors identified students in a literacy program
- Attends and participates in meetings with parents and staff persons in matters related to special populations students when requested
- Reports special populations students' progress or needs to counselor/support teacher
- Prepares instructional materials under the direction of the program instructor

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Two years (4,000 hours) of paid work experience (within last 6 years) directly related to their assigned vocational program(s).

An associate's degree and/or previous experience working with high school students, special population students, and adults are desired.

CERTIFICATES, LICENSES, REGISTRATION:

Literacy tutor certification (if required by administration).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to speak effectively and to present information in one-on-one and small group situations to other employees and/or students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interests, and percentages.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Must demonstrate knowledge and/or ability to operate and provide instruction on equipment in assigned occupational areas. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to develop effective working relationships with students, staff, and the school community.

Upon initial placement in this position, the employee must demonstrate competency in written English, reading, and basic math by passing the District's approved ETS Assessment test by achieving a score of 460 or higher.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally push, pull, or lift up to 50 lbs. Other individual physical demands of the employee may vary and are dependent upon the program assigned.

ENVIRONMENT: 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.

The noise level in the work environment may be loud depending on the daily activity and program assigned. The employee continuously interacts with the public, students, and other staff. The environment of the employee may vary, depending on the program assigned. Should the employee come in contact with or exposed to hazardous materials, personal protective equipment is available and should be worn.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.