

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: CTE Paraprofessional (Health Science)

QUALIFICATIONS:

- High School diploma or equivalent required.
- Associates degree or industry certification(s) in relevant healthcare area(s), preferred.
- Minimum of two (2) years (4,000 hours) of recent work experience in health/medical related occupation required.
- Must possess exceptional organizational skills, technology skills, be detailed and team oriented and have excellent communication skills.
- Must have demonstrated ability to work with culturally diverse student populations including special populations students (economic and academic disadvantaged, special education, and Limited English Proficient students).
- Possess or able to obtain a CDL license.

REPORTS TO: CTE Director and Health Science classroom instructors

SUPERVISES: All Students

JOB GOAL: The primary responsibility of a paraprofessional working in any career and technical education (CTE) program is to assist the instructor with the supervision of students during classroom instruction and the work-based / project-based learning experiences associated with the program—paying particular attention to safety issues and students with special needs—and assist students with successful mastery of learning objectives by providing guidance, support, or demonstration/modeling of correct procedures.

ASSIGNED RESPONSIBILITIES:

- Assist the instructor by maintaining and organizing medical equipment and supplies necessary for student learning.
- Assist the instructor with the supervision of students as they participate in both classroom and work-based / project-based learning experiences, the latter of which often occurs in a lab or clinical setting.
- Keep instructor apprised of any situations that require teacher assistance or intervention.
- Assist in guiding students, when needed, to ensure that they are performing tasks correctly. Will give particular attention to safety and safe practices for utilizing equipment and supplies in lab and classroom environments.
- Provide verbal clarification to students and demonstrate or model, when necessary, a particular skill that is being performed incorrectly.
- May assist in the supervision of career technical student organization (CTSO) related activities/objectives that are integrated into the curriculum. This will include HOSA-Future Health Professionals, Skills USA, or other designated CTOSs.

- Reinforces the importance of transferable skills by modeling appropriate verbal and non-verbal communications and professional behaviors.
- May perform duties such as making copies of instructional materials; may help set up and take down labs: prepare materials, tools, and equipment for instruction.
- Utilize knowledge of basic computer / Internet skills to supervise students when engaged in computer-based learning activities.
- May participate in these same duties during special events such as 8th Grade Orientation/Parent Night, CTE Open House, CTSO competitions, etc. when students and instructors are involved.
- Will participate in appropriate professional development for a paraprofessional working in these content areas.
- Assist with BLS instruction; potentially becoming an American Red Cross or American Heart Association Instructor

TERMS OF EMPLOYMENT: 2018-19 School Year. Regular and reliable attendance is an essential job function.

SALARY: \$13.50/hour, 170/days, 6/hours a day, paid via PESG, no benefits

EVALUATION: Annual by Classroom Instructor and CTE Director.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

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