Irvine Unified School District

CAREER GUIDANCE PARAPROFESSIONAL I

DEFINITION

Under supervision and direction of the Career Link Program, the Career Guidance Paraprofessional I will provide case management services for at risk secondary students including the disabled, economically disadvantaged, and/or English language learner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serve as District liaison with the Department of Rehabilitation including but not limited to facilitation of communication and enrollment process.
- Coordinate transition planning services including intra-agency and inter-agency communication.
- Serve as program representative for various related meetings including ITP.
- Prepare and distribute informational materials and correspondence.
- Participate in the development of the Personal Transition Action Plan/Career Development Plan or Person Centered Plan.
- Implement grant regulations according to the yearly contracts.
- Organize and coordinate parent transition planning and self-determination training.
- Maintain current, accurate and complete client records and files.
- Organize and conduct student follow-up.
- Coordinate and administer assessments including but not limited to COPS, CAPS, COPES, Choices/Bridges Tools and/or CASAS.
- Attend staff meetings as required.
- Provide job coaching for students as necessary.
- Assist in job search/job development activities.
- Facilitate completion of worksite learning opportunities i.e., job shadows, internships and employment.
- Document work times as dictated by grant.
- Develop transportation plan for students to travel to work and home.

QUALIFICATIONS GUIDE

Knowledge of:

- Working with youths with disabilities, economic disadvantages, and English language difficulties.
- Working within the secondary school structure.
- Community support services.
- Organizational skills.

Ability to:

- Work with secondary level students with a wide range of disabilities, at-risk youth, English language learners, and parents.
- Be flexible, caring, and patient in dealing with youth.

- Communicate effectively, both orally and in writing.
- Interact effectively and cooperatively with employers, administrators, school staff, and program staff.
- Effectively practice case management to promote the independence of students.
- Complete program documentation in a timely manner.

Training and Experience:

- Completion of at least twelfth grade.
- Background in social/behavioral or college level work in education, social sciences, or related fields.
- Experience working with youth with disabilities and/or at-risk youth.
- First Aid & CPR.

License:

- Some positions may require the possession of a valid California Driver's License.

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 is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

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