



# Irvine Unified School District

## GUIDANCE PARAPROFESSIONAL II

### DEFINITION

Under general supervision, to compile, maintain specific records and files pertaining to the area of career guidance; to organize, develop and operate job search workshops; to work cooperatively with other public agencies to serve vocational training needs; to do follow ups on students who have gotten jobs.

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

- Organizes, prepares and distributes information to students, parents, teachers and the public relating to career guidance, vocational training, scholarships, college and military visitations.
- Maintains a variety of files and resources materials for use in counseling and career guidance.
- Collects and provides job information to students and the school community.
- Conducts small group job search workshops.
- Acts as the advocate for students in all career/vocational matters.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Standard office procedures and machines.
- Graduation requirements, employment principles and practices of surrounding agencies.
- Principles of public relations, human development and techniques of counseling.
- State college and university entrance requirements.

#### Ability to:

- Read, understand and utilize technical, procedural and instructional material.
- Perform clerical work independently.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Formulate recommended procedures.

#### Training and experience:

- Equivalent to the completion of the twelfth grade, supplemented by courses in the behavioral sciences guidance, career counseling or related field.
- Two years of experience involving direct and heavy personal contact responsibilities, such as in personnel, tutoring, public relations, or similar assignments.

#### License:

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

### 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 duties.

### REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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 use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, and climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**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.

[Return to top](#)

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