



## PARAPROFESSIONAL I-CAREER GUIDANCE

### DEFINITION:

Under the supervision of the Career Link-Supervisor, provides case management services and job coaching support with at-risk, economically disadvantaged, and English language learner students, including students with special needs; performs duties related to the identification, recruitment and enrollment of students eligible for Career Link grant funded programs; provides training to students; serves as a liaison between students, parents, teachers, business partners and local agencies to enhance student career opportunities and activities.

### DISTINGUISHING CHARACTERISTICS:

The Paraprofessional I-Career Guidance is an entry-level position in the series. Incumbents provide case management services and job coach support to students with special needs and students eligible under various grant funded programs. The Paraprofessional II-Career Guidance provides more complex program support and is an experienced-level classification in the series. Incumbents serve in a lead capacity and as an informational resource to others.

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

- Serves as a case manager and job coach for assigned students with special needs eligible under grant funded programs; provides pre-employment training to students transitioning into the work force; assists students with researching potential careers, completion of resumes, job applications, forms and other documents; assist students with interviewing techniques, money management, job search skills, appropriate dress and grooming.
- Facilitates completion of worksite learning opportunities such as job shadowing, internships and employment; coordinates student transition planning services; assists students in obtaining various certifications or other certifications.
- Identifies, recruits and enrolls students eligible for grant programs; perform a variety of duties involved in the Career Link program intake process; assures intake paperwork is accurate and complete.
- Serves as a liaison between students, parents, teachers, business partners and local agencies to enhance student career opportunities and activities; collaborates with job developers to place students in job internships.
- Assists in the development and implementation of job training models in the enhancement of student vocational, social and independent living skills.
- Provides community based instructional and vocational support to assigned students in community based or work site environments.
- Accompanies students to and from designated locations, community based outings, work sites using public transportation; monitors safety of students in a variety of indoor and outdoor travel settings including educational, vocational and community based settings.
- Trains and provides work direction to assigned program staff; coordinates schedules for assigned program staff.
- Assists students in developing self-advocacy, independent travel and strategies to adapt to unfamiliar places and situations including walking safely to destination, using public transportation and complying with traffic signals and street signs.
- Prepares and maintains a variety of records, timesheets, case notes and reports related to students and assigned activities; establish and maintain filing systems.
- Collects and compiles data related to grant requirements; assists students in developing employment plan goals; conducts work evaluations, interest surveys and review prior student work experience.
- Performs a variety of clerical duties in support of program activities such as preparing, typing, duplicating and filing materials; types and inputs data into an assigned software program;

maintain and update workability database information; prepare and distribute informational materials and correspondence.

- Answers telephone calls and responds to emails; provides general program related information to parents and others as assigned.
- Operates a variety of office equipment including a copier, overhead projector, computer and assigned software; drive a vehicle to conduct work.
- Communicates with program personnel, students, parents and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Attends a variety of assigned meetings, job fairs, conferences and in-service training.

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Principles, practices and techniques of providing career education assessment and guidance to students with special needs.
- Applicable Educational laws, codes, regulations, policies and procedures including the Individuals with Disabilities Education Act (IDEA).
- Concepts and principles of young adult development and behavioral characteristics.
- Training, educational and employment opportunities in the community.
- Community and career information and resources.
- Problems and concerns of students with special needs.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures including labor laws.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- Oral and written communication skills.
- High School graduation requirements, employment principles and practices of surrounding agencies.
- College entrance requirements.
- Career Vocational Programs, such as Workability, Transition Partnership Project, Workforce Investment Act.

### **Ability to:**

- Provide career guidance, assessment and career development to students with special needs.
- Serve as a liaison between students, parents, teachers, business partners and local agencies to enhance student career opportunities and activities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist individual students with developing career and job searching skills.
- Work independently with minimal direction.
- Operate standard office equipment including a computer and assigned software.
- Maintain records and prepare reports.
- Understand and relate to young adults with special needs.
- Effectively practice case management to promote the independence of students.
- Complete program documentation in a timely manner.
- Understand and carry out oral and written instructions.

### **EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in child development, education, psychology or a related field and one year experience working with at-risk or special needs students.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's License.
- Current First Aid/CPR certification issued by an authorized agency.

**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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Walking to escort students to job sites and around school campus.

**WORK ENVIRONMENT:**

Indoor/outdoor 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 is usually moderate.

**Previously Revised: 06/2017**