



# IRVINE UNIFIED SCHOOL DISTRICT

## PARAPROFESSIONAL II-CAREER GUIDANCE

### DEFINITION:

Under the supervision of the Career Link-Supervisor, leads and participates in the implementation of assigned program grant requirements; provides case management, pre-employment training and job placement services to students transitioning into the work force; conducts parent trainings and career planning workshops; trains and provides work direction to assigned program staff.

### DISTINGUISHING CHARACTERISTICS:

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. 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.

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

- Leads and participates in the implementation of assigned program grant requirements; assists students and families in becoming self-sufficient and job-ready to reduce grant related benefits.
- Serves as a case manager and job coach for assigned students with special needs eligible under grant funded programs; provides pre-employment training and job placement services to students transitioning into the work force; assists students with researching potential careers, completion of resumes, job applications, forms and other documents; assists students with interviewing techniques, money management, job search skills, appropriate dress and grooming.
- Develops collects and provides students with a listing of job opportunities; arranges placement of students into appropriate jobs and internships.
- 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.
- Researches, identifies and connects youth and families with applicable services.
- Assists in the development and implementation of job training models in the enhancement of student vocational, social and independent living skills.
- 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.
- 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 maintain a variety of records, case notes and reports related to students and assigned activities; establish and maintain filing systems.
- Collects and compiles data related to grant requirements.
- 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; prepares and distributes informational materials and correspondence.
- Answers telephone calls and respond 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; drives 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; leads staff

meetings and conducts parent trainings and career planning workshops.

**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.
- Adult transitional college, career and financial planning principals.
- Best practices of case management, career counseling and workforce regulations.
- Training, educational and employment opportunities in the community.
- Basic understanding of Social Security benefits and policies.
- Community and career information and resources.
- College entrance requirements.
- 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.
- 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.
- Assist in developing grant applications

**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 two years 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**