

Alpena Public Schools
Employee Job Description

Position Title: **Paraprofessional, Career and Technical Education – Marketing/Campus Closet**
Secondary Instruction
Reports To: Director, Career and Technical Education

SUMMARY: Provides classroom support which contributes to the efficient operation of the CTE Marketing/VE program and the skill attainment of students. The paraprofessional provides assistance to students not performing in core subjects at grade level and supports students with special needs to obtain job ready skills and certifications with primary responsibility in the school store, Campus Closet.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Experience in retail or business preferably as a supervisor of employees in the industry. Quickbooks experience is preferable or the willingness to learn is necessary.
- Possesses a clear understanding of safety practices and procedures specific to the program.
- Ability to work effectively and courteously with all school staff, students, parents, and vendors.
- Assists the teacher in creating a classroom and school store environment that is conducive to learning and appropriate for secondary students.
- Provide support to students completing online programs and remote learning.
- Assists with organization of classroom materials, maintenance of equipment and inventory.
- Encourages and monitors student positive classroom behavior.
- Ability to teach students in the classroom or school store under the direction and supervision of the classroom teacher.
- Assists the teacher in the assessment of students on a regular basis including the attainment of industry certifications.
- Assists in maintaining accurate, complete, and correct records as required by law and district policy.
- Participate and support student leadership opportunities for students.
- Follow cash management practices while balancing point of sale transactions, Campus Closet deposits, sales tax reports and inventory.
- Ability to manage online sales and Campus Closet website.
- Ability to flex schedule to accommodate Campus Closet events and student leadership events.
- Reviews email communications regularly and responds as needed.
- Regular and reliable attendance.
- Follow all Board policies and district policies and procedures.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assists in the supervision of the classroom and students.

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 functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent and related work experience required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Ability to qualify for and secure annual authorization as a paraprofessional assigned to a CTE program at the time of hiring.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 continuously walking and frequently required to stand; occasionally the employee will sit. The employee frequently will bend or twist at the neck and trunk more than the average person. The employee frequently will reach above the head, squat or stoop and reach forward while performing the duties of this job. The employee will frequently move vehicles while performing the duties of this job. The position requires the employee to be able to have continuous hand/grip strength. Continual manual and finger dexterity is required to perform the duties of this job. While performing the duties of this job, the employee may frequently push or lift up to 50 lbs. such as moving equipment and supplies. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as reading handwritten or typed material, the ability to tell differences among colors and good depth perception. The employee is required to hear conversation in a noisy place.

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.*

The employee usually works indoors and/or outdoors. Frequently the employee will work on slippery surfaces, in confined spaces, and be exposed to silica, petroleum products, gases, fumes, solvents, degreasers and other products used in individual CTE program delivery. The employee occasionally works with vibrating machinery. The noise level in the work environment is moderate to loud. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Parapro CTE