



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Para-Educator for Electrical Wiring - CIP Code: 46.0301

Job Summary:

The Para-Educator is responsible for assisting the program instructor in the delivery of instruction, reinforcement of instruction and the remediation of students in the area of responsibility. The para-educator may be assigned to one classroom or to a variety of assignments depending on the needs of students. Para educators report to the assigned classroom instructor.

Essential Duties (May include, but not limited to):

1. Provides program support in instructional and related activities in the assigned area of responsibility for Career-Technical Education (CTE) students under the direction of certificated instructor.
2. The para-educator may be assigned as a substitute instructor in the absence of the regular instructor.
3. Assists with the implementation of instructional activities based on student goals and objectives activities.
4. Assists in the collection of data regarding programs and services provided to students.
5. Participates in staff meetings and in services/staff professional development activities as required.
6. Follows Genesee Intermediate School District (GISD) procedures and policies for classroom management and safety.
7. Assumes responsibility for classroom materials, equipment and facility.
8. Assists with organization and implementation of CTE advisory committee meetings.
9. Assists with the Career Technical Student Organization (CTSO) experience for CTE students.
10. Assists with the implementation of work-based learning activities for all assigned CTE students.
11. Keeps certification current.
12. Consistently models Win-Win leadership.

Other Duties:

1. Uses technology to communicate with staff and students.
2. Assists in the preparation of bulletin boards, duplication of materials and other material preparation activities in the assigned area of responsibility.
3. Performs other related duties as assigned.

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Qualifications:

Education:

Associates degree in program related field with Industrial Certification preferred; or high school diploma with industry-related experience.

Experience:

Minimum of 4,000 recent and relevant work hours in the program related field within the past six years. Prior experience working with high school students is desirable.

Skills/Other:

Demonstrates an understanding of adolescent developmental patterns. Demonstrates a commitment to GISD mission, purpose, belief statements and learning principles. Possesses a strong working knowledge of subject matter and current research on learning. Possesses a high level of skill in developing stimulating student assignments and varied student assessment vehicles. Possesses an ability to develop and reinforce a positive self-concept in each student. Presents and exhibits professional self-control, mature judgment, congeniality, and ethical standards in all working relationships. Ability to accept supervision and direction. Ability to communicate effectively both orally and in written communications. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to follow district health and safety procedures. Ability to assess and determine the appropriate use of a variety of student standards in all working relationships. Exhibit dependability and positive interaction with parents, caregivers, and team members. Punctuality and good attendance are requirements for the position. Exhibit emotional stability, exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Special Job Considerations:

Certification: Desirable

Type of Certification: Industrial Certification

Bargaining Unit: Genesee Intermediate Educational Personnel Association (GIESPA)

Salary Schedule: CTE Para-Educator Salary Schedules

Immediate Supervisor: Classroom Instructor

Supervision:

Date: April 25, 2023

Approved: TLH: cs

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