Renton School District Job Description
Career and Technical Education Work-based Learning Specialist

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: Building Administrator & Career and Technical Education Director
Bargaining Unit: Renton Education Support Professionals (RESP) **Level:** RESP 3
FLSA Status: Hourly, Non-exempt **Revised Date:** 3/10/2022
Work Calendar: 190 day

Primary Purpose
The primary purpose of this position is to support Career and Technical Education (CTE) students to graduate fully prepared for their first, next step in their post-secondary goals. This position supports Work-based Learning (WBL) settings under the direction of one or more CTE certificated staff members. Responsibilities vary with individual assignment, but typically include working with students one-on-one or in small groups in WBL experiences, such as in Culinary Labs, Student Stores, Industrial Shops/Labs, and Career Centers, supervising students, supporting material and equipment management, assisting in WBL procedures/paperwork and student transportation, and assisting and supervising Career and Technical Student Organizations' (CTSO) program of work.

Minimum Qualifications
1. 18 years of age
2. High school diploma or equivalent
3. Meet the Washington State Minimum Employment requirements by showing evidence of one of the following:
    a. Associate degree
    b. At least 72 quarter or 48 semester credits of 100 level courses or higher
    c. Pass the ETS Para-Pro Assessment with a score of 461 or higher
4. Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
5. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

Requirements within 30* days of Employment
6. Valid and current First Aid/CPR/AED card – district supported
7. Food Handlers Permit within 30 days of hire – district supported
8. Type II Driver's License
9. General OSHA 10 Card within 60* days of hire – district supported
10. Online workplace training

Additional Requirements

1. Complete Washington State mandated paraeducator training by timelines established by the state.

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Assist in the delivery, supervision and transportation of students for WBL and CTSO experiences in CTE classrooms and labs/shops and in the community.
2. Maintain communication with teachers, supervisors, staff or others as appropriate.
3. Complete and maintain relevant records, forms and documentation; collect relevant student data; create and prepare educational materials and learning environment as needed.
4. Assist with classroom clerical duties and resource management
5. May assist in organizing parent involvement activities, including planning, publicity, facilitation, record keeping, communications and recruiting community members to advisory boards
6. Manage student behavior in in CTE classrooms, labs/shops, community settings and CTSO events.
7. Provide basic First Aid when necessary.
8. Maintain regular attendance.
9. Establish and maintain effective working relationships with colleagues, students, parents and community members.
10. Comply with all Board policies, rules, procedures and collective bargaining agreements.
11. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management.
3. Demonstrated ability to show flexibility and good judgment.
4. Demonstrated knowledge of assigned subject area.
5. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
6. Demonstrated ability to successfully implement educational programs and manage student behavior with direction from the teacher.
7. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively and collegially with staff, community and students.
8. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the students.
9. Demonstrated ability to lift up to 50 pounds.
10. Demonstrated ability to carry up to 30 pounds occasionally and up to 10 pounds regularly.

Working Conditions

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching and/or crawling; and significant fine motor dexterity. Generally, the job requires 20% sitting, 40%

walking and 40% standing. The job is performed under a moderately hazard free environment, with specific safety protocols to be followed, such as safety glasses and gloves, and job activities may vary.