

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Career Specialist Aide

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Corporation Aide
LOCATION: Plymouth Community School Corp.
REPORTS TO: Building Principal
LENGTH OF WORK: 9 months / year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Provide one-on-one guidance for students with the Discover Career Exploration Computer System at both the middle school and high school level. NCAVC will provide extensive training on Discover.
2. Assist counselors in class presentations regarding careers and Discover orientation and implementation.
3. Assist counselors in creating Educational Employment Plans (EEP) for all eighth grade students.
4. Input information for NCAVC's vocational database when system is functional.
5. Provide clerical support for above outlined duties.
6. Provide frequent accountability for special population students as determined by mutual agreement of counselors and Special Populations Coordinator. Each NCAVC member school's current programming for special populations will be examined individually, including Chapter One, JESSE, and At-Risk services. From this evaluation, a plan will be derived using this position to support special populations in the most beneficial manner.
7. Divide time between the middle school and high school in approximately a 1:3 ratio with each NCAVC member school determining their own division based on approval of Special Populations Coordinator.
8. Perform other duties as requested by NCAVC member school and approved by Special Populations Coordinator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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:

Aides hired after January 8, 2006, must have:

- Completed two (2) years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Passed the Para Pro

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 groups of children, parents, or employees of the school corporation.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. Employee must maintain a positive relationship with other staff, parents, and students.

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 regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Nine months per year. Salary and benefits as per classified policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 8/30/04