



## Classified Job Description

CSEA Revised: March 19, 2015  
NJUHSD Board Revised: April 8, 2015

Position Title:	<b>PARAEDUCATOR WORKABILITY/JOB DEVELOPMENT</b>
Contract Term:	9-11.5 months per year (based on grant requirements)
Salary Range:	19

### GENERAL DEFINITION:

*Classified positions funded by Workability and DOR Transition Partnership Program grant funds support NJUHSD transition programs, which support employment opportunities for students with disabilities, including job development, placement assistance, job coaching, and other services provided.*

### UNDER SUPERVISION OF:

Director of Special Education/Transition Specialist/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Communicates regularly with Transition Specialist, administrators, students, and adult service agencies (i.e. DOR, Alta, etc.) to exchange information, coordinate activities, and provide a continuum of training and support services for student transition to adult life.
2. Provide individualized job placement assistance, short-term job coaching, and follow-along/follow-up services to students per program requirements.
3. Establish relationships with employers and community organizations to develop job opportunities for identified students in accordance with program requirements.
4. Prepare and conduct specific job task analysis for student and site matches; determine appropriate employer site and job duties.
5. Develop and implement specific skill training plans at community work sites for grant funded programs; participate in student and employer orientations or interviews, job coaching, follow-along/follow-up services, or other prep as needed.
6. Assists Transition Specialist in assessing student job skills and interest for positions.
7. Monitors student effectiveness/success in student placements, on and off job site.
8. Works with students to obtain necessary job skills/review other employment options.
9. Assist in maintaining forms and reports related to placement activities.
10. Assist students during presentations/activities regarding seeking and maintaining jobs.
11. Supports students in job seeking, interview prep, job retention, and positive work ethic.
12. Assists with grant reporting requirements, including meeting and trainings.
13. Transport students and conduct job site visits.
14. Assist students in completing employment and college/voc program related forms, applications and paperwork.
15. Prepare and maintain accurate and timely records and reports on assigned students' placements.
16. Meet and interact with employers/parents/guardians in routine situations, requiring tact, discretion, and courtesy.
17. Participate in monthly Transition Age Youth Team meetings, as assigned.
18. Provides training and oversight for student on-campus job responsibilities.
19. Participates in IEP meetings as appropriate.
20. Other related duties as assigned.

**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. Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher.

**CERTIFICATES AND LICENSES:**

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license, good driving record, and evidence of insurance.

**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, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

**REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

Ability to work with students with disabling conditions. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee 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 regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls and stoop, kneel, crouch or crawl. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required to lift or move up to 75 pounds, such as to move students and equipment. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The position is exposed to infection and injury at a greater risk than the average person.

**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 to loud.

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