| **Job Title:** | **CTE Facilitator / Paraprofessional \*** | | |
| --- | --- | --- | --- |
| **Supervisor:** | CTE Director | Location: | Fairbanks (Itinerant) |
| **Authorized Hours:** | Full Time | **Classification:** | Classified/Hourly |
| **Days/Months:** | 260 days/12 months | **Range:** | Special Projects 1-3 DOE |
| **Posting Date:** | 09/01/2022 | **Closing Date:** | 09/08/2022 |

*\*This position is grant funded and contingent upon the funding associated with the respective grant. The anticipated grant end is 9/24/2024. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date. If that would occur, your employment under the grant might also be extended. However, you should be aware that your employment as a staff employee of the Yukon Koyukuk School District is considered to be at will and may be terminated by you or the YKSD at any time regardless of the end date of the grant.*

# **General Responsibilities**

These positions will serve to facilitate instruction and serve as cultural liaisons between the instructors and the community and provide support for a broad range of CTE activities.

# **Qualifications**

**Education:** High school diploma or equivalent required. Courses in education, CPR certification, and computer skills are preferred.

Must have valid driver’s license.

**Experience:** Experience will be evaluated for each applicant.

**Knowledge:** Must possess an understanding of power tools and shop equipment, or other CTE content area.

# **Example of Duties**

1. Travel to remote sites to provide support for delivering CTE instruction
2. Facilitate instruction in a variety of environments and settings
3. Assist in chaperoning and making arrangements for students; to include transportation, food, and lodging
4. Provide support to counselors in creating Personal Career Learning Plans
5. Organize and host CTE events coordination with the Project Director
6. Maintain CTE supplies and kits
7. Serve as a liaison between outside instructors and local community, and assist in integrating local knowledge into relevant CTE instruction
8. Assist with employability skills
9. Administer student and staff surveys
10. Create and modify service agreements
11. Track student services for grant reporting
12. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# **Equipment Used**

Computer, printer, copier, laminator, audio-visual machines, possible power tools and other CTE lab equipment.

# **Independent Decisions**

Consistent with classroom rules and students’ needs.

# **Primary Working Contacts**

Teachers, students, and parents.

# **Responsibility for Cash, Equipment, Safety**

Personal safety of students. Use of tools/equipment with students.

# **Supervision Received and Exercised**

Given: Responsible for student safety

Received: From CTE Director, CTE Coordinator, CTE Specialist, CTE itinerant instructors.

# **Unusual Working Conditions**

May work with students in shops or outdoors, may Chaperone students. Flights to remote locations and occasionally overnighting in schools.

# **Evaluation**

# Annual written evaluation.