

## SCHOOL DISTRICT OF BAKER COUNTY

### JOB DESCRIPTION

#### CAREER EDUCATION PROGRAM ASSISTANT

##### QUALIFICATIONS:

- (1) Associate Degree from an accredited college or university.
- (2) A career education background is preferred.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assist in the planning, implementation and evaluation of career education programs for all career education students with an emphasis on special needs populations.

##### REPORTS TO:

Lead Teacher – Career and Adult Education

##### JOB GOAL

To assist special population students, composed of economically and academically disadvantaged career education students and career education students with disabilities, including WIA eligible students, toward successful completion of career education programs and to assist in the implementation of career education initiatives.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

- \* (1) To assure equal access to recruitment, enrollment, and placement of special populations in career education programs.
- \* (2) To assure career education programs and activities for disabled students are included as a component of the individualized education plan in the least restrictive environment.
- \* (3) To assure career education planning for individuals with disabilities will be coordinated among appropriate representatives of career education, special education, and state vocational education rehabilitation agencies.
- \* (4) To assist students who are members of special populations to enter career education programs, and, with respect to students with disabilities, assist in fulfilling federal and state mandated transitional service requirements.
- (5) To assess the special needs of students participating in programs receiving assistance under Title II with respect to their successful completion of the career education programs in the most integrated setting possible.
- \* (6) To provide supplementary services to students in order to enhance their participation and success in career education programs.
- \* (7) To assist in the implementation of career education initiatives.
- \* (8) Prepare all required reports and maintain all appropriate records including related budgets.

# 12.01

## CAREER EDUCATION PROGRAM ASSISTANT (Continued)

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

Job Description Supplement Code