



Flour Bluff Independent School District Job Description

JOB TITLE: CTE Aide (Career and Technology)

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Principal

DATE REVISED: 12/05

PRIMARY PURPOSE:

- The job of the CTE Paraprofessional was established for the purpose of providing support to the Dual Credit and Career and Technical Education programs within assigned educational settings with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teachers and staff. Under the leadership of the teacher or Instructional Leader, the CTE Aide works directly with enrolled Dual Credit CTE students to aid in daily educational learning and teaching. Monitors students during lessons and provides additional individual support as needed.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Must be eligible for Educational Aide Certification as per Texas Education Agency
- 48 College Hours or completion of TOPS training

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to communicate professionally with public, school personnel, parents, and central office staff while complying with the confidentiality requirements in local, state and federal policies and statutes.
- Functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.

- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Strong organizational skills
- Ability to manage multiple tasks with a high degree of accuracy and efficiency.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provides the support services required in implementing the instructional plan as prescribed by the CTE teacher or Instructional Leader.
2. Monitors students during lessons to ensure they are following the teacher's progression through lessons.
3. Assists teachers with classroom management; refocuses students when needed during lessons; answers individual questions.
4. Helps individual student's complete assignments and studies; provides additional explanations or tutoring for individuals and small groups.
5. Completes and submits daily and weekly CTE classroom documents required by the state.
6. Assisting with College and Career Readiness, to include completing FAFSA's, College Applications, Scholarship Applications and Research, and College and Career Fairs.
7. Assists in reminding students of upcoming deadlines in their classes.
8. Assists in proctoring all dual credit exams.
9. Assist in getting the textbooks and school supplies needed for all Dual Credit CTE courses.
10. Prepares bus routes for all Del Mar College, Craft Training Center and Texas A&M-CC campuses. Making sure students and necessary personnel are aware of the bus routes, to include dates and times.
11. Attends meetings as required.
12. Supports the relationship between the FBISD and the public by demonstrating courteous and professional behavior when interacting with students, parents, visitors, and school staff.
13. Maintains absolute confidentiality of work-related issues, client records, and school information.
14. Follows School Board Policies.
15. Performs all other related duties as required or assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.