

PARAPROFESSIONAL CAREER GUIDANCE

DEFINITION:

Under the supervision of the Career Link-Supervisor, provides case management services and job coaching support with at-risk, economically disadvantaged, and English language learner students, including students with special needs; performs duties related to the identification, recruitment and enrollment of students eligible for Career Link grant funded programs; provides training to students; serves as a liaison between students, parents, teachers, business partners and local agencies to enhance student career opportunities and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- x Serves as a case manager and job coach for assigned students with special needs eligible under grant funded programs; provides pre-employment training to students transitioning into the work force; assists students with researching potential careers, completion of resumes, job applications, forms and other documents; assist students with interviewing techniques, money management, job search skills, appropriate dress and grooming.
- x Facilitates completion of worksite learning opportunities such as job shadowing, internships and employment; coordinates student transition planning services; assists students in obtaining various certifications or other certifications.
- x Identifies, recruits and enrolls students eligible for grant programs; performs a variety of duties involved in the Career Link program intake process; assures intake paperwork is accurate and complete.
- x Serves as a liaison between students, parents, teachers, business partners and local agencies to enhance student career opportunities and activities; collaborates with job developers to place students in job internships.
- x Assists in the development and implementation of

- maintain and update workability database information; prepare and distribute informational materials and correspondence.
- x Answers telephone calls and responds to emails; provide s general program related information to parents and others as assigned.

PHYSICAL DEMANDS: