

PARAPROFESSIONAL I-Career Guidance provides more complex program support and level classification in the series. Incumbents serve in a lead capacity and as an informant to others. The Paraprofessional I-Career Guidance is an entry-level position in the series. Incumbents manage and are responsible for the following:

- Leads and participates in the implementation of assigned program grant requirements; assists students and families in becoming self-sufficient and job-ready to reduce grant requirements;
- Serves as a case manager and job coach for assigned students with special needs; provides pre-employment training and job placement services; assists students with transitioning into the work force; assists students with researching potential careers; assists students with resumes, job applications, forms and other documents; assists students with

- **Sitting or standing for extended periods of time.**
- **Seeing to read a variety of materials.**
- **Hearing and speaking to exchange information.**
- **Lifting, carrying, pushing or pulling objects up to 25 pounds.**
- **Walking to escort students to job sites and around school campus.**