



Western Area Career & Technology Center

688 Western Avenue, Canonsburg, PA 15317 - 724.746.2890 - Fax 724.746.6966 - www.wactc.net

PARAPROFESSIONAL

\$16.40 / Hour

Single Benefits | 3 Sick Days | 2 Personal Days | 1 Emergency Day

Call: (724) 746-2890 Ext. 115

POSITION GOAL

To professionally fulfill the goals and objectives in conjunction with the philosophy, objectives and policies set forth by the Western Area Career & Technology Center Joint Operating committee.

OVERALL RESPONSIBILITY

The paraprofessional shall perform assigned duties and assist in the supervision of students to ensure effective instructional programs. Performance in this position will be evaluated on an annual basis by the Executive Director or Principal.

QUALIFICATIONS

- Occupational experience in any number of vocational-technical programs of study with certification in a technical area preferred.
- Experience in education or working directly with high school students is preferred.
- Associate degree in a technical area.

DUTIES AND RESPONSIBILITIES

- Provide help to any student needing academic and/or career and technical instruction.
- Assist the teacher in monitoring the progress of students.
- Encourage students to achieve to the best of their abilities.
- Identify students needing extra help.
- Maintain confidentiality of information regarding students.
- Reinforce classroom rules and regulations.
- Support the goals and objectives of the career and technical education program.
- Communicate problems/concerns to the instructor.
- Maintain an accurate daily log which details all duties performed for that day.
- Work to portray a positive image for the WACTC and adhere to policies, procedures, and protocols established by federal, state and local agencies and the Joint Operating Committee, and philosophies consistent with those of the administration.
- Maintain a professional attitude and appearance.
- Perform all other duties assigned by the Executive Director and/or designee.

HOW TO APPLY

Send or email letter of interest, resume, and Act 34, 151, and 114 Clearances to Michael Milanovich, Executive Director, Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317.