

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**

**PARAPROFESSIONAL**

**(Career Choices)**

1. **Position Summary**

Under the supervision of the guidance counsellor(s) and school administrator(s) work with the Career Choices computer program.

2. **Duties**

(a) **Instructional**

- Interact with students on an individual basis re: Computer Choices Program.
- Assist students in completing Choices Workbook.
- Scale and interpret student work-task inventory.
- Assist students in completing application forms, interpreting requirements and meeting deadlines.
- Co-ordinate classroom sessions with the teacher(s) in charge.
- Provide information on post secondary alternatives for students.
- Assist in developing student post secondary and financial aid handbooks.
- Interact with students on an individual basis re: Computer Choices Program.

(b) **Clerical**

- Schedule student appointments and maintain student records used with "Choices" program.

2. **Duties**

(a) **Clerical**

- Update College/University calendar displays and career information.
- Provide information on volunteer opportunities, job experiences, continuing education.
- Prepare materials for classroom sessions.

(b) **General**

- Maintain Choices software program.
- Assess whether referral to guidance counsellor is required.
- General supervision of students in career resources centre and hallways.
- Assist in co-ordinating information seminars and symposiums.
- Provide teachers with information regarding post secondary opportunities.
- Operate office equipment such as computer, photocopier, fax machine, photocopier and risograph.

3. **Education**

- Grade XII.
- Basic computer knowledge.
- Knowledge of Career Choices Program. (2 day training).
- Keyboarding skills.

4. **Experience**

- Minimum 2 years on the job training.

5. **Physical Demands**

- Visual concentration; eye strain from computer, sitting for long periods of time.
- Repetitive computer work.

6. **Working Conditions**

- Frequent interruptions due to heavy student traffic.
- Deadlines that need to be met.