



Evaluation Technician

(Career Assessment)

STARTING DATE: 2017 - 2018 School Year
REPORTS TO: Supervisor of Special Education Services
WORK YEAR: Monday – Friday, 8:00 a.m. to 3:30 p.m., may vary according to need
SALARY RANGE: Appropriate step on salary schedule, commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School diploma, Associate degree or higher is preferred
- Minimum three years successful work experience
- High interest in working with a diverse group of people
- Demonstrated experience of working with people with disabilities preferred
- Proficient with technology
- Strong experience with a variety of computer software programs
- Effective organizational and time management skills
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks in conjunction with a Career Assessment Specialist to work with small groups of students as they complete career assessments

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Administer career assessment activities and work samples
- Administer standardized procedures for assessment activities
- Document student's performance on assessment activities
- Ability to learn and use tools and equipment related to career fields
- Conduct informational tours of career programs
- Prepare lab materials and develop assessment activities
- Conduct activities with individuals and small groups
- Assist Career Assessment Specialist as requested
- Assist with behavior management
- Alert teachers to special needs of individual students
- Maintain confidentiality with regard to student performance and records
- Assist in caring for and securing lab equipment and supplies
- Help students to take full advantage of each learning task
- Participate in daily and long-range planning
- Provide supervision for students on campus
- Work under the guidelines of Penta's Mission Statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment
- Assume any other responsibilities as assigned by the Board of Education, Career and Technical Director, Supervisor, or their designee

DEADLINE: Open until filled. Submit letter of interest, application and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551