



PORTAGE LAKES CAREER CENTER is now hiring THREE Career Technical Education PARAPROFESSIONALS for the 2026-2027 school year.

Help Build Future Careers: Join the PLCC Team as a CTE Paraprofessional!

In this role, you will work directly with Program Instructors to support student learning in one of these specialized technical environments: (1) Health Sciences, (2) Public Safety/Human Services, or (3) Arts/Communication & Information Technology.

(Preferred Candidates will have work experience relative to one of the above listed fields.)

Qualifications:

1. High school diploma required with strong preference given to candidates with Paraprofessional or school employment experience or experience working with special education students
2. Be able to pass the ParaPro Assessment (and/or have an Associate's degree or two or more years of college)
3. Ability to be flexible and adapt to different schedules and changing demands
4. Ability to multi-task and follow instructions with patience and ability to work with diverse student populations
5. Computer technology skills as necessary for the position
6. Good health, attendance, and high moral character
7. Ability to establish and maintain effective working relationships with teachers, students, parents, fellow employees, and the community
8. Pass BCI and FBI records check and/or other district pre-employment requirements
9. The employee may not be under the influence of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

Essential Functions may include any of the following tasks:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Assist program instructors in supporting students in need of additional assistance by implementing and following student individualized education programs (IEPs) and/or other student plans
4. Deliver instructional support by reinforcing lessons and making accommodations in small groups or with individuals under teacher supervision to enrich student experiences

5. Assist with managing classroom behavior; including students' social, emotional, and physical needs; encouraging self-regulation strategies; reinforcing positive behavioral interventions and supports; offer another level of student supervision, and encourage student engagement
6. Monitor students' understanding of content and communicate observations to program instructors; make instructional procedures and learning goals clear; promote critical thinking; use instructional time effectively
7. Assist with tracking student progress and submit student reports and information as required
8. Offer additional assistance with classroom management by helping program instructors with clerical tasks and other needs
9. Assist with career guidance and job placement for students; promote good work habits and attitudes in employer/employee relationships; promote daily living skills as needed
10. Demonstrate professionalism in self-reflection and relationships with colleagues
11. Establish annual goals to improve professional performance and student achievement
12. Use appropriate technology to enhance the teaching and learning process
13. Ensure the safety and security of the classroom, instructional materials, and instructional equipment
14. Perform other duties as requested by district administrators

Working Conditions may include any of the following:

1. Use of keyboards and exposure to computer screens
2. Use of electrical equipment
3. Possible exposure to body fluids
4. Possible exposure to sharp instruments
5. Possible exposure to airborne particles
6. Light physical exertion in moving items, lifting, and reaching

Equal Opportunity: Portage Lakes Career Center (PLCC) is committed to equal opportunity for all governed by the protections of Title IX, IDEA, Title VI (Civil Rights), Title VII (Civil Rights) and the Americans with Disabilities Act (ADA). The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Title IX Coordinator, Portage Lakes Career Center, 4401 Shriver Road, Uniontown, OH 44685, phone: 330-896-8200.