



Essential Qualifications for the Paraprofessional Educator Program

The following technical standards address many of the physical, cognitive, attitudinal and behavioral abilities essential to this program. Students should meet these essential qualifications in order to be successful in the program (and future career opportunities). Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow the college's procedure for requesting accommodations. The college reserves the right to reject requests for accommodations that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, clinic patients, or any other member of the college community.

In addition, students who have a criminal history (particularly felony convictions) will encounter difficulties seeking employment in the field of education

The essential skills and abilities for these programs are categorized in the following essential qualifications:

Tasks

With or without reasonable accommodations a candidate must be able to:

- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Tutor and assist children individually or in small groups to help master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.

Tools & Technology

With or without reasonable accommodations a candidate must be able to utilize:

- Calculators or accessories — Talking calculators

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- Computer mouse or trackballs — Eye controlled computer mouse equipment; Foot operated mouse equipment; Trackballs
- Emergency medical services first aid kits — Emergency first aid kits
- Scanners — Data input scanners; Reading pens
- Touch screen monitors — Interactive whiteboards; Wireless touch screen monitors

Technology Used in this Occupation

With or without reasonable accommodations, a candidate for this program must be able to utilize:

- Computer based training software — Children's educational software; Text to speech software
- Data base user interface and query software — Data entry software; Student information systems SIS
- Device drivers or system software — Screen magnification software; Screen reader software
- Electronic mail software — Email software
- Spreadsheet software — Microsoft Excel

Knowledge

With or without reasonable accommodations a candidate must be able to:

- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

- With or without reasonable accommodations a candidate must be able to:
- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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- Instructing — Teaching others how to do something.
- Service Orientation — Actively looking for ways to help people.
- Coordination — Adjusting actions in relation to others' actions.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Abilities

With or without reasonable accommodations a candidate must be able to:

- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Work Activities

With or without reasonable accommodations a candidate must be able to:

- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.

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- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Work Content

With or without reasonable accommodations a candidate must be able to:

- Contact With Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?
- Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job?
- Work With Work Group or Team — How important is it to work with others in a group or team in this job?
- Physical Proximity — To what extent does this job require the worker to perform job tasks in close physical proximity to other people?
- Freedom to Make Decisions — How much decision making freedom, without supervision, does the job offer?
- Coordinate or Lead Others — How important is it to coordinate or lead others in accomplishing work activities in this job?
- Electronic Mail — How often do you use electronic mail in this job?
- Structured versus Unstructured Work — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?
- Indoors, Environmentally Controlled — How often does this job require working indoors in environmentally controlled conditions?
- Impact of Decisions on Co-workers or Company Results — How do the decisions an employee makes impact the results of co-workers, clients or the company?



Job Zone

With or without reasonable accommodations a candidate must be able to:

Title	Job Zone Three: Medium Preparation Needed
Education	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.
Related Experience	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Job Training	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, interviewers, and insurance sales agents.

Interests

With or without reasonable accommodations a candidate must be able to:

- Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.
- Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Work Styles

With or without reasonable accommodations a candidate must be able to:

- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Integrity — Job requires being honest and ethical.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.



- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Initiative — Job requires a willingness to take on responsibilities and challenges.

Work Values

With or without reasonable accommodations a candidate must be able to:

- Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.