

JOB POSTING

Position Type: Full-Time Paraprofessional - Summit Tech Center/CTE Health Occupations

Date Posted: August 20, 2026

Date Available: Start of 2026-27 School Year

SUMMARY

Provide classroom support that contributes to the efficient operation of the Summit Tech Center/[CTE Health Occupations Program](#).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists the classroom instructor in the daily educational and operational functions of the program.
- Assists students in appropriate classroom learning experiences.
- Works with the classroom instructor in the delivery of program curriculum and the management of students in the classroom and lab.
- Assists the instructor in the areas of recordkeeping, instructional preparation, classroom organization, student monitoring and the documentation of student performance and progress.
- Supervises and monitors students during instructional and non-structured/lab periods.
- Assists in the development, maintenance and adaptation of instructional materials as directed.
- Assists with Certified Nursing Assistant documentation in classroom, lab, and clinical settings.
- Participates in building-level activities, staff meetings, professional learning activities, training, or other meetings/activities as directed.
- Maintains required certifications as determined by administration.
- Works with special needs students on a one-to-one basis, as directed.
- Responsible for the safety, well-being and work output of students.
- Works with students on technical reading and math skills.

EDUCATION/SKILLS/QUALIFICATIONS

- Associates or higher degree in a nursing/allied health field preferred.
- Two years of successful recent experience working in the medical field is preferred.
- Ability to work comfortably and effectively with secondary students interested in a Health career.
- Ability to work effectively and courteously with staff, students, parents, vendors and the general public.
- Ability to prioritize and manage multiple tasks efficiently; possess strong organizational skills.
- Ability to work in a team setting.
- Ability to speak clearly and concisely in written and oral communication.
- Demonstrated proficiency in the use of technology and computer skills.
- Regular, reliable and punctual attendance is required

BENEFITS/WORKING CONDITIONS: Full-time position with competitive pay, with Health, Dental, Vision, Life Insurance and other benefits per [AFSCME Agreement](#)

APPLICATION PROCESS: Please send your resume and credentials to humanresources@wsesd.org

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