

School District of Santa Rosa County
Job Description
Paraprofessional IIW

Reports To: Principal or Administrator
FLSA Status: Non-Exempt
Department: School Based
Prepared by: Human Resources
Date: May 12, 2022
Job Code: 45245
Range: 10

Primary Duties and Responsibilities (Essential Functions):

- ~~Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher~~
- Provide instruction and/or interventions to students with disabilities as prescribed by the supervising teacher and reinforces skills introduced by the teacher
- Assist with classroom management, such as organizing instructional and other materials
- Use basic classroom technology for instruction as prescribed by the supervising teacher
 - ~~Provide assistance in a computer laboratory~~
- ~~Conduct parental involvement activities under the supervision of the classroom teacher~~
- Assists students with disabilities in the use of necessary assistive technology devices
- Provide support in a library or media center
- ~~Act as a translator~~
- Provide instructional services to students
- ~~Assist children with personal hygiene~~
- Monitors, observes, and charts behavior of students with disabilities
- Escorts, supervises, and assist students during breakfast, lunch, restroom visits, clinic visits, speech therapy, to and from buses and other activities
- Assists in the preparation and implementation of lesson plans, behavior modification plans, and teacher's preplanning sessions
- Performs a variety of clerical tasks such as keyboarding, copying, stapling,
- Performs related duties as required or assigned by the principal

Limitations:

- ~~Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.~~
- ~~Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.~~

Supervision Received:

- School Principal or Administrator

Supervision Exercised:

- N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED; **and**
- Successfully complete a minimum of 48 semester college hours credited towards an Associate's Degree and verified by college transcript; **or**
- A passing score on the PRAXIS exam or **Paraprofessional Assessment**
- Three year's work experience related to the position with successful performance appraisals

Preferred Qualifications

~~Keyboarding; operate data entry equipment, copiers and other office equipment.~~

- Experience working students with disabilities, keyboarding, data collection, operation of data entry, copiers and other office equipment

Physical Demands:

- While performing the essential functions of this job the employee is regularly required to work in an environment for training and teaching students with disabilities, use hands to finger, handle, or feel, reach with hands and arms, bend at the waist, stoop, kneel, or crouch, lift and/or move utilizing proper safety precautions
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, grasping, hearing, mental acuity, pulling, pushing, speaking, talking, and visual acuity
- Communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Educational Support Salary Schedule
- 10 Months
- 7.5 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety and communication skills are presumed qualities.