

**School District of Santa Rosa County
Job Description**

Communities of Learning Paraprofessional

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| Reports to: Director of Federal Programs | FLSA Status: Non-Exempt |
| Department: Federal Program | Prepared by: Human Resources |
| Date: June 7, 2018 | Job Code: 45256 |
| | Range: 10 |

Principal Duties and Responsibilities (Essential Functions):

- Travel to Santa Rosa School District Schools to provide one-on-one and small group tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- Communicate with Homeless Education visiting teachers/social workers and school staff regarding tutoring and student progress;
- Provide own method of transportation to Santa Rosa County Schools to provide tutoring services;
- Provide assistance in a computer laboratory;
- Conduct parental involvement activities under the supervision of the classroom teacher;
- Provide instructional services to students;
- Attend monthly staff meetings;
- Attend field trips to colleges and provide post-secondary transition support high school seniors;
- Performs related duties as required or assigned by Federal Programs Staff.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.

Supervision Received:

Director of Federal Programs

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.
- For School Board employees hired before March 13, 2013 applying for promotion or demotion to this job title:
 - Required completion of 14 hours of district-approved in-service in the areas of math, reading, Exceptional Student Education and classroom management;

Preferred (skills):

Experience providing academic tutoring to students who have experienced homelessness.

Physical Demands (include environmental conditions):

Ability to lift light to moderate weight (up to 60 pounds); 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. Must hold a valid Florida Driver's License and be able to drive to school related functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

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.