

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

Paraprofessional II

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: August 16, 2018	Job Code: Same as Administrator
Position #: 45240	Range: 10

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- 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;
- Assist with classroom management, such as organizing instructional and other materials;
- Provide assistance in a computer laboratory;
- Conduct parental involvement activities under the supervision of the classroom teacher;
- Provide support in a library or media center;
- Act as a translator;
- Assist children with personal hygiene;
- 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 toward an Associate's Degree and verified by college transcript; **or**
- A passing score on the PRAXIS exam
- Three years work experience related to the position with successful performance appraisals.

Preferred:

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

Physical Demands:

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.

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.