

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

PARAPROFESSIONAL I -- GENERAL

JOB DESCRIPTION

JOB CODE: 511141, 511143, 511144, 511145 **BARGAINING UNIT ELIGIBILITY:** Yes

FLSA: Non-Exempt **PAY GRADE:** 22

SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of one (1) year successful clerical or aide experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of the School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to communicate effectively both orally and in writing. Basic mathematical skills. Good organizational skills. Ability to establish and maintain effective working relationships with staff, students, parents, and administrators.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To perform clerical duties accurately and efficiently to assist school office and administrative staff.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform clerical duties and maintain records related to job assignment.
- * (2) Operate office equipment, computers and software.
- * (3) Provide student supervision, as assigned.
- * (4) Adhere to applicable safety standards.
- * (5) Assist in maintaining a clean and orderly environment.
- * (6) Attend all staff meetings and workshops.
- * (7) Be knowledgeable of and adhere to Board Policies and departmental procedures.
- * (8) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (9) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Demonstrate support for the school district and its goals and priorities.
- * (12) Exhibit interpersonal skills as an effective team member.

PARAPROFESSIONAL I -- GENERAL (Continued)

- *(13) Follow attendance, punctuality and proper dress rules.
- *(14) Maintain confidentiality regarding school/workplace matters.
- *(15) Maintain expertise in assigned area.
- *(16) Manage time efficiently.
- *(17) Model and maintain high ethical standards.
- *(18) Participate in cross-training activities as required.
- *(19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(20) Prepare all required reports and maintain updated and accurate records.
- *(21) Represent the District in a positive and professional manner.
- *(22) Respond to inquiries and concerns in a timely manner.
- (23) Perform other duties as assigned.
- *(24) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11