

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

PARAPROFESSIONAL II -- BEHAVIORAL

JOB DESCRIPTION

JOB CODE: 51114B, 511146, 520557 **BARGAINING UNIT ELIGIBILITY:** Yes

FLSA: Non-Exempt **PAY GRADE:** 23

SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Two (3) years successful experience working with children, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Ability to communicate effectively both orally and in writing. English and mathematics skills. Ability to follow written and verbal instructions without close supervision. Knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators.

REPORTS TO:

Principal/Designee

JOB GOAL

To assist the teacher with classroom management and learning strategies for improving student behavior.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist with in-school behavioral interventions, as assigned.
- *(2) Assist with classroom management and learning strategies for improving student behavior.
- *(3) Escort students to the classroom, lunch, media center, school clinic, etc.
- *(4) Assist students with behavioral and social/emotional needs as directed by the teacher.
- *(5) Assist an instructional staff member in the supervision of pupils while they are loading and unloading buses, engaged in a playground activity, in the lunchroom, in a learning situation or assist pupils carrying out routine practice exercises assigned by a teacher.
- *(6) Assist in maintaining a clean and orderly environment.
- *(7) Provide student supervision as assigned.
- *(8) Assist in maintaining the security of records, materials and equipment.
- *(9) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- *(10) Perform assigned clerical and bookkeeping duties.

PARAPROFESSIONAL II -- BEHAVIORAL (Continued)

- *(11) Serve on school/district committees as required or appropriate.
- *(12) Adhere to applicable safety standards.
- *(13) Attend all staff meetings and workshops.
- *(14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Demonstrate support for the school district and its goals and priorities.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Maintain confidentiality regarding school/workplace matters.
- *(22) Maintain expertise in assigned area.
- *(23) Manage time efficiently.
- *(24) Model and maintain high ethical standards.
- *(25) Participate in cross-training activities as required.
- *(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(27) Prepare all required reports and maintain updated and accurate records.
- *(28) Represent the District in a positive and professional manner.
- *(29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- *(31) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently 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. 03

Adopted 8/2/11