

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

PARAPROFESSIONAL II -- INSTRUCCIONAL, EXCEPTIONAL STUDENT EDUCATION (ESE)

JOB DESCRIPTION

JOB CODE: 520550, 520551, 520552 **BARGAINING UNIT ELIGIBILITY:** Yes

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

SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Completion of a minimum of 60 college credit hours from an approved accredited educational institution; or Passing an accepted Para Pro Assessment.
- (3) Two (2) years successful experience working with students preferred; working with special education students, 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 provide effective assistance to the teacher in special education instruction and other classroom activities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with specialized instruction/training for exceptional student education students.
- * (2) Assist the teacher(s) in preparing materials and equipment for direct instruction of special education students, including copying, collating, distributing and/or grouping materials to support instructional activities pre-planned by the teacher.
- * (3) Assist students with behavioral and social/emotional needs as directed by the teacher.
- * (4) Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
- * (5) Facilitate use of assistive technology.
- * (6) Follow appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.

PARAPROFESSIONAL -- INSTRUCTIONAL, EXCEPTIONAL STUDENT EDUCATION (ESE) (Continued)

- * (7) 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.
- * (8) Escort students to the media center, school clinic, etc.
- * (9) Perform selected health procedures for students after successfully completing training with the Health Services Supervisor or his/her designee. Such procedures may include medication administration, clean intermittent bladder catheterization, gastrostomy tube feeding, or any health procedure specifically recommended by the Health Services Supervisor.
- * (10) Assist with student screening and assessment.
- * (11) Assist the teacher in adapting the curriculum to meet the needs of students.
- * (12) Assist in maintaining a clean and orderly environment.
- * (13) Manage the computer-assisted instruction.
- * (14) Provide student supervision as assigned.
- * (15) Assist in maintaining the security of records, materials and equipment.
- * (16) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- * (17) Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers and the maintaining of confidential records.
- * (18) Provide instructional assistance as planned or coordinated by the teacher.
- * (19) Perform assigned clerical and bookkeeping duties.
- * (20) Serve on school/district committees as required or appropriate.
- * (21) Adhere to applicable safety standards.
- * (22) Attend all staff meetings and workshops.
- * (23) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (24) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (25) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Demonstrate support for the school district and its goals and priorities.
- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Follow attendance, punctuality and proper dress rules.
- * (30) Maintain confidentiality regarding school/workplace matters.
- * (31) Maintain expertise in assigned area.
- * (32) Manage time efficiently.
- * (33) Model and maintain high ethical standards.
- * (34) Participate in cross-training activities as required.
- * (35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (36) Prepare all required reports and maintain updated and accurate records.
- * (37) Represent the District in a positive and professional manner.
- * (38) Respond to inquiries and concerns in a timely manner.
- (39) Perform other duties as assigned.
- * (40) May be required to work beyond the 40-hour week.

**PARAPROFESSIONAL -- INSTRUCTIONAL,
EXCEPTIONAL STUDENT EDUCATION (ESE) (Continued)**

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. May be required to exert up to 100 pounds of force occasionally.

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. 08

Adopted 8/2/11