

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

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

#### JOB DESCRIPTION

**JOB CODE:** 520556      **BARGAINING UNIT ELIGIBILITY:** Yes  
**FLSA:** Non-Exempt      **PAY GRADE:** 23  
**SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) 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. Ability to follow written and verbal instructions without close supervision. 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 classroom management, implementation of Individual Education Plans (IEP) and other classroom activities.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assist with classroom management and implementation of IEPs for exceptional student education students.
- \*(2) Escort students to the classroom, lunch, media center, school clinic, etc.
- \*(3) Assist students with behavioral and social/emotional needs as directed by the teacher.
- \*(4) 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.
- \*(5) 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.
- \*(6) Assist in maintaining a clean and orderly environment.
- \*(7) Provide student supervision as assigned.

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- \*(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.
- \*(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:

Medium Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

### 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. 06

Adopted 8/2/11