

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Paraprofessional

EMPLOYEE CATEGORY: 5/Instructional Support Personnel

### QUALIFICATIONS \*:

1. A. A high school diploma or its equivalent; and  
B. Two years of study at a postsecondary institution; (60 s.h.); or  
C. An Associate's degree or higher; or  
D. Pass a rigorous examination demonstrating knowledge of and the ability to assist in instructing, reading, writing, and mathematics.(The Praxis ParaPro Assessment)
2. Demonstrate proficiency in business skills, including typing/key-boarding skills, office machines, general filing/organization and possess excellent written and oral communication skills.
3. Experience with children in an educational setting or related field.

\* All current school para-pros must meet highly qualified requirements by 6/3/11.

### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and Mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO: Principal

### JOB GOAL

To assist the teacher and/or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

1. Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities pre-planned by the teacher.
2. Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, tables, chairs, activity areas and the like.
3. Examine long and short term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4. Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.

5. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
6. Assist in the implementation of appropriate student behavior management techniques.
7. Assist in maintaining the security of records, materials and equipment.
8. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
9. Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers, and the maintaining confidential records.
10. Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
11. Provide instructional assistance as planned or coordinated by the teacher or administrator.
12. Assist the teacher in maintaining the records which document student performance.

#### Inter / Intra-agency Communication and Delivery

13. Treat students and adults with consideration and respect.
14. Encourage students to do their best.
15. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
16. Use classroom management techniques conducive to an effective classroom environment.
17. Assist in maintaining positive relationships between the school and parents.
18. Communicate effectively orally and in writing.
19. Collaborate with peers to create quality instructional environment.
20. Participate in training programs and inservice.
21. Assist peers in acquiring knowledge and understanding of particular area of responsibility.
22. Use effective, positive interpersonal skills.
23. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

#### Employee Qualities / Responsibilities

24. Maintain a clean and orderly environment for students.
25. Manage time efficiently.
26. Perform assigned clerical and bookkeeping duties.
27. Prepare and maintain requested/required reports and records.
28. Work closely with teacher or other professionals
29. Demonstrate support for teamwork.
30. Maintain confidentiality regarding student information.
31. Demonstrate integrity through ethical behavior.
32. Perform job responsibilities in a timely and consistent manner.
33. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

#### System Support

34. Provide student supervision as assigned, following appropriate training.

35. Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
36. Assist students with personal hygiene, health and safety issues, or grooming if required. One on one ESE paraprofessionals may require medium to heavy work.
37. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
38. Participate in all required pre-service and post service training activities.
39. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
40. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Light, Medium, Heavy Work

Light - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. May be medium or heavy work depending on the particular assignment.

Medium - 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.

Heavy - 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.

TERMS OF EMPLOYMENT: School Year

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

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

SALARY ITEM NUMBER: # 20

Level I – AA or higher degree

Level II – *Praxis* ParaPro Test Certification

Level III- High School Diploma or equivalent