SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE III

SALARY SCHEDULE: SSP-7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:
(1) High School diploma
(2) Associate of Art’s / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test
(3) Must be able to communicate effectively.

KNOWLEDGE, SKILLS AND ABILITIES:
Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

REPORTS TO:
Principal or Designee

JOB GOAL
To perform routine tasks independently as assigned under the direction of a certified staff member.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
* (1) Assist in the supervision of students as assigned.
* (2) Perform clerical duties as assigned.
* (3) Assist in creating a safe learning environment.
* (4) Implement classroom activities as directed.
* (5) Assist staff members with behavioral management.
* (6) Assist with the development of instructional materials.
* (7) Assist with the preparation of accurate records and reports.
* (8) Assist with assessing student progress.
* (9) Communicate effectively with staff and parents.
* (10) Use specialized equipment as required.
* (11) Intervene, when appropriate, to situations concerning discipline of students.
* (12) Demonstrate initiative in the performance of assigned responsibilities.
* (13) Provide for a safe and secure workplace.
* (14) Model and maintain high ethical standards.
* (15) Follow attendance, punctuality and proper dress rules.
* (16) Maintain confidentiality regarding school matters.
* (17) Maintain positive relationships with staff and vendors.
* (18) Participate in workshops and training sessions as required.
* (19) Keep supervisor informed of potential problems or unusual events.
* (20) Respond to inquiries and concerns in a timely manner.
* (21) Follow all School Board policies, rules and regulations.
(22) Exhibit interpersonal skills to work as an effective team member.
(23) Demonstrate support for the School District and its goals and priorities.
(24) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

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

Job Description Supplement No. 03

*Essential Performance Responsibilities