

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ESE PARAPROFESSIONAL

SALARY SCHEDULE: SSP-7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School diploma or equivalent
- (2) A passing score on the Para Pro Assessment Test or an Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution.
- (3) Must successfully complete verbal and physical CPI training within the probationary period.
- (4) At time of hire, may be required to register for and successfully complete forty (40) hours of training / workshops in the area of autism and/or related disorders to obtain ASD certification by the end of the probationary period.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children. Ability to communicate effectively. Knowledge of general computer use. Ability to follow directions. Ability to work independently as well as collaboratively.

REPORTS TO:

Principal or Designee

JOB GOAL

To implement academic and behavioral instruction and supervision to students independently at the direction of the classroom teacher.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Independently supervise and implement instruction to students as assigned.
- * (2) Assist staff members with behavioral management.
- * (3) Assist in creating a safe learning environment and workplace.
- * (4) Implement classroom activities as directed.
- * (5) Assist with the preparation of accurate records, reports and other clerical duties as assigned.
- * (6) Assist with the development of instructional materials.
- * (7) Assist with personal care and hygiene including but not limited to diapering, toileting, feeding, and medical tasks.
- * (8) Assist with school wide supervisory tasks as assigned.
- * (9) Assist with assessing student progress.
- * (10) Communicate effectively with staff and parents.
- * (11) Use specialized equipment as required.
- * (12) Intervene in situations concerning discipline of students when students' health and/or safety is at risk.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.

ESE PARAPROFESSIONAL (Continued)

- * (17) Maintain positive relationships with staff and vendors.
- * (18) Participate in workshops and training sessions as required **to** meet the needs of the classroom and student population.
- * (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) Sustained focus and attention to detail for extended periods of time.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy 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 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