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