

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PARAPROFESSIONAL, Instructional

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma, plus one of the following qualifications:
- Complete at least two years of study at an accredited institution of higher education (i.e., community college, college or university) **OR**
- Obtain an Associate's (or higher) degree **OR**
- Meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics or reading readiness and mathematics readiness, as appropriate.

*Note: (AFT certified **AND** High School Diploma or equivalence or Florida Special Diploma per grandfather provision prior to July 1, 2010 for Non Title I designation.)*

KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Computer data entry experience preferred.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To assist teachers with completing instructional and professional duties.

PERFORMANCE RESPONSIBILITIES

1. * Assist teachers with instructional tasks, to include but not limited to one on one tutoring, organizing instructional and other materials, assist in computer labs, assist with classroom management and parental involvement activities, and translation as needed.
2. * Assist teachers with non-instructional responsibilities.
3. * Supervise students at lunch, study time, and in other assigned areas.
4. * Prepare materials to reinforce the regular classroom lesson under the teacher's direction.
5. * Participate in school or contact related meetings and in-service activities involving program orientation, curriculum design, materials and evaluation procedures.
6. * Observe confidentiality of students and student records at all times.
7. * Check students' work when subjective evaluation is not needed.
8. * Assist with the supervision of students during field trips, as assigned by the Principal and/or Designee.
9. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard classroom equipment.

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

TITLE I

PAY GRADE

C-A1-196 \$16,636 - \$29,544

District Salary Schedule
 Months 10
 Annual Days 196
 Weekly Hours 37.5
 Annual Hours 1470

POSITION CODES

PeopleSoft Position Multiple
 Personnel Category 13
 EEO-5 Line Vary
 Function Vary
 Survey Code Vary
 Job Codes
 1686A/1686/2051P/2050P/2063P

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

March 9, 2010
 June 25, 2002

ADA Information Provided by H.M. Hargis for SCPS
 Position Description Prepared by Stephen Bouzianis/Marjorie Murray

C-A3-188 \$15,954 - \$28,332

District Salary Schedule
 Months 10
 Annual Days 188
 Weekly Hours 37.5
 Annual Hours 1410

PeopleSoft Position Multiple
 Personnel Category 13
 EEO-5 Line Vary
 Function Vary
 Survey Code Vary
 Job Codes
 1687/16868/20518P/20508P/
 20638P

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NON TITLE I

PAY GRADE

C-A-196 \$15,680 - \$27,843

District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 37.5
Annual Hours 1470

POSITION CODES

PeopleSoft Position Multiple
Personnel Category 13
EEO-5 Line Vary
Function Vary
Survey Code Vary
Job Codes
1611A/2051A/2050A/1962/1611/
2051/2050

C-A2-188 \$15,037 - \$26,707

District Salary Schedule
Months 10
Annual Days 188
Weekly Hours 37.5
Annual Hours 1410

PeopleSoft Position Multiple
Personnel Category 13
EEO-5 Line Vary
Function Vary
Survey Code Vary
Job Codes
16118/20518/2058/19628