



## HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

**Position:** Paraprofessional

#### **Qualifications**

- High School Diploma or GED
- Must meet the requirements for the No Child Left Behind Act:
  - Two (2) years of study at an institution of higher education; or
  - Associate's degree or higher; or
  - Knowledge and ability to assist in instruction in core subjects as verified by a rigorous state or local assessment (ParaPro Test)
- Satisfactory criminal background check
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

#### **Certification Requirements**

- Certification as a ParaPro if above qualifications are not met.

#### **Job Goal**

To provide instructional and technical assistance to meet the specialized needs of the students.

#### **Reports To**

Principal or assigned supervisor

### RESPONSIBILITIES/DUTIES

#### **Planning and Preparation**

- Assist the teacher in preparing materials, teaching aids, bulletin boards, and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities planned by the teacher.
- Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs, and activity areas.
- Examine short and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
- 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.

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### **Administrative and Management**

- Use time efficiently.
- Provide student supervision before, during, and after school while they are loading, riding, and unloading buses, on the playground, in the cafeteria, in a learning or practice situation while following appropriate training as assigned.
- Assist in maintaining the security of records, materials, and equipment.
- Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- Maintain a clean and orderly environment for students.
- Check objective tests and mark errors but not assign a grade.
- Escort or transport students to and from classrooms, clinic, cafeteria, or other areas as required.

### **Assessment and Evaluation**

- Assist in assessing student progress as directed, including proctoring the administration of tests, marking papers, and maintaining confidential records.
- Assist in evaluating program effectiveness, seeking and suggesting ways of continuous improvement.
- Assist in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher as assigned.
- Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.

### **Intervention and Direct Services**

- Provide instructional assistance as planned or coordinated by the teacher or administrator.
- Following appropriate training, lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- Use classroom management techniques conducive to an effective classroom environment.
- Perform assigned clerical and bookkeeping duties.
- Assist students with personal hygiene, health and safety issues, or grooming if required.

### **Collaboration**

- Work closely with assigned teachers or other professionals to create a quality instructional environment.
- Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgment.
- Exercise service orientation when working with others.
- Exhibit interpersonal skills to work as an effective team member.

Revised: 03/11/2025

Adopted: 04/01/2025

Revised:

Adopted:

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### Staff Development

- Maintain expertise in assigned areas to fulfill position goals.
- Participate successfully in training programs offered to increase skill and proficiency related to assignment.

### Professional Responsibilities

- Demonstrate initiative in the performance of assigned responsibilities.
- Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Model and maintain high ethical standards.
- Keep supervisor informed of potential problems or unusual events.
- Use effective, positive interpersonal communication skills.
- Respond to inquiries and concerns in a timely manner.
- Serve on school or district committees as required and appropriate.
- Follow Federal and State laws as well as School Board policies, procedures, rules, and regulations.
- Demonstrate support for the school district and its goals and priorities.
- Maintain confidentiality regarding student information and school or workplace matters.
- Ability to learn multiple skill competencies outside of usual job responsibilities as assigned.
- Assumes the responsibility to report for evacuation shelter support in the event of an emergency and any other duties assigned during an emergency evacuation.
- Perform other tasks and responsibilities as assigned by the immediate supervisor, the Superintendent, or the board.

## PHYSICAL REQUIREMENTS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

## TERMS OF EMPLOYMENT

**Calendar Months:** 9 Month

**Salary Schedule:** Non- Instructional (Bargaining) **Pay Grade:** 22

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Salary and Benefits as determined and approved annually by Hendry County School Board.

If your position is dependent on grant funding, employment is contingent upon the continuation of grant funding. In the event that grant funding is reduced or discontinued, this position may be affected, up to and including termination of employment.

### EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

### ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: \_\_\_\_\_

\_\_\_\_\_

### ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

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