

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL

QUALIFICATIONS:

Paraprofessional:

- (1) High School Diploma or equivalent
- (2) Highly Qualified requirement:
 - An associate's or higher degree, or
 - Completion of 60+ academic hours of study at an institution of higher education, or
 - Minimum score of 459 on the ParaPro Exam, or
 - College Level Academic Skills Test (CLAST), or
 - The Florida Teacher Certification Examination General Knowledge Test – passing scores earned July 1, 2002, or after.
- (3) Computer proficiency.

Pre-Kindergarten Paraprofessional

- (1) Same as #1 above
- (2) Same as #2 above
- (3) Same as #3 above
- (4) Completion of 40-hour childcare class.
- (5) Child Development Associate Equivalent/Credential.

Exception to the Highly Qualified Requirement:

Paraprofessionals hired prior to 12/21/10, whose assignment does not require any instructional duties, or whose assignment is in an Adult Education setting, will not be required to be highly qualified as long as there is no change to the work assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Teacher / Principal

JOB GOAL

To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES:

N/A

Board Approved July 21, 1998
 Amendments Board Approved April 15, 2003, June 20, 2006, July 17, 2007,
 January 19, 2010, December 21, 2010, March 20, 2012, June 18, 2013, March 19, 2019
 Amendments Board Approval January 20, 2026

PARAPROFESSIONAL (Continued)**PERFORMANCE RESPONSIBILITIES:**

All tasks/duties assigned by the immediate supervisor/administrator to include but not limited to the following:

- (1) Comply with all State and School Board Policy Safety Requirements.
- (2) Provide student supervision as required by the teacher or administrator.
- (2) Assist students with personal hygiene, health and safety issues, or grooming if required.
- (3) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- (4) Use classroom management techniques conducive to an effective classroom environment.
- (5) Assist the teacher(s) in preparing materials and in a safe and secure manner.
- (6) Assist the teacher in planning and implementing classroom activities (instruction) assessments.
- (7) Prepare and securely maintain requested/required reports and records.
- (8) .Maintain confidentiality regarding student information.
- (9) Assist in maintaining positive relationships between the school and parents.
- (10) Participate in training programs and in-service.
- (11) Assist in evaluating program effectiveness and ways of improving.
- (12) Manage time efficiently.
- (13) Use effective, positive interpersonal skills.
- (14) Demonstrate integrity through ethical behavior.
- (15) Carry out professional responsibilities.

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:

Approved Unit Compensation plan, pay grade 11-23, 27
182 days
7.5 hours per day

EVALUATION:

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

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