

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PARAPROFESSIONAL

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Ability to follow instructions and work well with others
- ESOL paraprofessionals only – Ability to communicate both orally and written in the language reflecting the predominant language of students*
- A.A. Degree, sixty (60) college credits or a passing score on the ParaPro Assessment Exam

*Schools with at least fifteen (15) students speaking the same native language shall provide at least one aide or teacher proficient in the same language and trained to assist in ESOL basic subject area instruction.

Performance Responsibilities:

- Read stories to class and listen to students read aloud
- Assist students with their seat work
- Assist with reading and phonics in small groups and classroom drills
- Assist with classroom activities
- Check papers and record grades
- Alert teacher to any problems or special information about an individual student
- Act as a liaison between school, parents and students
- Participate in staff development activities
- Monitor room for student behavior, cleanliness and safety (for PE assistant, this would include monitoring the locker room)
- Make bulletin boards
- Prepare material for lessons and follow-up instruction using manipulatives
- Operate office equipment and assist with clerical tasks
- Administer special speech and language testing for child study
- Administer Joliet speech and language screening and Santa Clara and math screening for all kindergarten students at the beginning of the year and when they enter from outside the county during the year
- May be assigned duty time for breakfast, lunch, pick-up, drop-off, bus, hall, etc.
- Cover classrooms for a short period of time for special situations (i.e., staffings, child study, meetings, illness of teacher or until a sub arrives)
- Perform other duties pertinent to specialized area such as PE, ESOL, D/O Prevention, Title I, etc.
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level B
If Paraprofessional II at a Title I School - Noninstructional Level D

Job Code:

Varies depending upon grade level

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11, 09/06/11