

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PARAPROFESSIONAL - EXCEPTIONAL STUDENT EDUCATION (ESE)

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Knowledge of office equipment
- Ability to provide basic maintenance and nursing care for children
- Ability to follow instructions and willingness to work well with others
- CPI training as necessary
- A.A. Degree, sixty (60) college credits or a passing score on the ParaPro Assessment Exam

Desired Qualifications:

- Cardiopulmonary Resuscitation Certificate [renewable every two (2) years]
- First aid training

Performance Responsibilities:

- Assist students in interpreting and following directions of the teacher
- Assist students with assignments
- Assist in physical care of students assigned such as toileting and cleanup
- Assist in transportation of students from one area to another, involving carrying and lifting of students and assisting in the arrival and departure on buses
- Assist in feeding and laundry
- Assist in developing and implementing educational plans
- Alert teacher to any problems or special information about an individual student
- Assist teacher with general clerical and housekeeping activities
- Assist in material preparation
- May be assigned duty time for breakfast, lunch, pick-up, drop-off, 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 F

Job Code:

ESE & Vocational ESE – 52050 PreK Handcp. – 55051 Adult Ed Handcp. – 54050

Board Approved: 08/18/98

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