

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6955 REVISED
 7337 (ESY)
 Pay Grade: D07

FLSA: Non- Exempt
 PESPA

PARAPROFESSIONAL
REPORTS TO: Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Sixty (60) credit hours of college training substantiated by a transcript from an accredited college or university. Must demonstrate functional literacy and specific academic skills at the level required to perform the essential responsibilities.
MAJOR FUNCTION
Provides academic and/or behavioral instruction and/or support for general education and exceptional education students in PreK through Extended Transition.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists the instructional staff member in all aspects of curriculum delivery and classroom management. • Instructs individuals or groups of students under the guidance of a certified teacher, unless monitoring students in a lab or similar setting. • Participates in the planning of instructional strategies and/or behavior modification programs. • Constructs, selects, and maintains instructional materials and/or behavior reward activities. • Formulates lesson plans based on skills initiated by the certified teacher and implements approved instructional strategies. • May assist in administering, scoring, and recording of assessment instruments. • Confers with classroom teacher, behavior specialist, curriculum coaches, EAS Supervisor and other professional and administrative staff on student progress and concerns. • If serving in an ABC classroom, maintains records on referred students, including discipline, academics, and attendance. • Participates in school-based or countywide staff development activities. • Participates in parent conferences and school staff meetings. • Assists teachers in preparing and adjusting schedules. • May utilize various technologies in work-related activities. • May participate in crisis intervention techniques. • Escorts students to and from classes as needed for student participation in all activities. • Assists with school activities, such as lunchroom, recess, specials and bus. • May perform some routine clerical activities. • Must work collaboratively with others. • Adheres to a daily schedule and assignments. • Performs other related duties as required.

PARAPROFESSIONAL

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/79 SSN; REVISED: 5/88 PBL; BOARD APPROVED: 9/14/88; REVISED: 5/90 BMP/MW; BOARD APPROVED: 5/23/90; REVISED: 10/91 BMP (D & R ONLY); REVISED: 1/93 PBL; BOARD APPROVED: 2/10/93; REVISED: 2/94 DH (D & R ONLY); REVISED: 9/94 PBL (MF & D & R); REVISED WC: 8/04 LM; REVISED FORMAT, RT, SUPERVISES, MQ, MF, ER 04/29/16 CH; BOARD APPROVED: 05/17/16; REVISED: MQ, MF, ER 11/15/19 LM; BOARD APPROVED: 02/25/20

PARAPROFESSIONAL

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	X
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy			X		
20. Using a computer to enter and transform words or data			X		
21. Using various technology tools			X		
22. Working in a normal office environment with few physical discomforts				X	X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Paraprofessional - PESPA