

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Paraprofessional Ese Ages 3-5

## GENERAL DESCRIPTION

The essential function of the position within the organization is to assist teachers in instructing and directing the activities of students to provide a well-organized, smoothly functioning classroom environment. The position is responsible for assisting teachers in preparing instructional materials, supervising and assisting children in the classroom and in other areas of the school, reinforcing classroom lessons, administering testing, assisting students with academic and life skills exercises and activities, reinforcing knowledge, assisting students with physical needs, and performing related work as assigned and providing other assistance as requested; incumbents may be responsible for coordinating special project and programs as assigned. The position works under direct supervision according to set procedures.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Assists teacher with academic instruction and classroom activities, focusing efforts on either groups of students or individuals as necessary; reinforcing all knowledge and skills taught by the classroom teacher.

Compiles, prepares and organizes materials and classroom for instruction and classroom activities; cleans and stores materials.

Assists in coordinating and implementing special school/classroom projects and programs as assigned, including but not limited to field trips, character education, D.A.R.E., community service, career education and/or fund-raising programs and projects.

Reinforces all knowledge and skills taught by speech/physical/occupational therapists; assists with academic instruction and the instruction of and assistance with daily living routines, skills and concepts including personal hygiene, toileting, dressing, self-feeding.

May assist with physical health programs, including exercising, stretching and walking for physical therapy; adjusts special equipment/adaptive equipment for student use as needed; monitors and inspects students' prostheses, casts and braces for proper functioning; lifts or assists students in and out of special needs equipment as necessary.

Assists in establishing and implementing behavioral objectives. Models appropriate social and play skills; observes students' behavior and notifies teacher and/or school nurse of behavioral changes as appropriate; redirects behavior if possible.

May provide off-campus assistance to students on occupational therapy assignments at work sites, shopping centers, recreational facilities and community events as required.

Substitutes in classroom for teachers as necessary.

Monitors testing activities; administers make-up tests.

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Assists teacher in maintaining records, recording daily attendance, grading assignments, administering standardized tests, recording test scores/grades, filing materials, organizing paperwork, typing course materials and syllabi.

Receives and fills requests for reproduction work from faculty, staff and volunteers, including but not limited to copying, laminating and binding; delivers products to requesting staff.

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary.

Assists individual students with special needs and/or in need of special attention; attends to children's health and hygiene needs.

Monitors students who have been removed from the classroom for disciplinary reasons.

Creates and maintains student discipline records and files.

Assists in identifying any signs of physical abuse, emotional abuse or verbal abuse experienced by students; reports situations to proper authority.

Schedules and arranges class coverage for parent-teacher conferences and other teacher meetings as necessary.

Collects, receipts and accounts for student fees, fines and payments for monthly activity fees, school fees, school pictures, etc.

Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during computer lab, during lunch and on school grounds.

May perform non-related and/or specialized duties as assigned.

Provides routine clerical support, including but not limited to preparing reports and correspondence, compiling data for reports, scheduling meetings and maintaining calendars, copying, laminating and binding, filing documents, sending and receiving faxes, answering the telephone, ordering supplies, entering and retrieving computer data, processing daily mail/preparing mailings, and updating student files.

Attends staff meetings as required; participates in in-service training programs; keeps abreast of developments in middle/junior high school level education curriculum and instruction.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

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## **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, copies, transcribes, and formats data or information.

## **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people in achieving task completion.

## **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical*

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*characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of 60 hours of verifiable college coursework completion or a passing score of 464 on the paraprofessional exam

An associate’s degree or higher is preferred.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

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The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens, violence.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Building Administrator

**Supervises:**

N/A

PAY GRADE: From: 110A1 To: 110S2  
Number of Months: 9 Number of Days: 186 Hours: 7.00  
Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Board Approved 3/18/2016