

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### PARA PROFESSIONAL

#### QUALIFICATIONS:

- (1) Associates Degree or 60 College Credits or passing the Para Professional Test
- (2) Computer proficiency.
- (3) Prior experience working with children desired.
- (4) Resident of Flagler County preferred.

#### 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. Knowledge of operation of office and audio-visual equipment. 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

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist the teacher in preparing instructional materials and equipment.
- \* (2) Assist the teacher in implementing classroom activities.
- \* (3) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- \* (4) Provide student supervision as required by the teacher or administrator.
- \* (5) Compile required data and enter into the computer.
- (6) Participate in training programs and in-service.
- \* (7) Plan and organize appropriate instruction using guidelines established by the teacher or administrator.
- (8) Utilize classroom management techniques conducive to an effective classroom environment.
- \* (9) Maintain a clean and orderly environment for students.
- \* (10) Operate instructional equipment effectively.
- \* (11) Establish and maintain records and files pertinent to assigned program.
- (12) Assist in maintaining positive relationships between the school and parents.
- (13) Contact parents at the direction of teacher or administration.

**Para Pro** (Continued)

- (14) Assist in assessing student progress as directed.
- (15) Maintain confidentiality regarding student information.
- (16) Assist students with personal hygiene and / or grooming if required.
- \*(17) Use effective, positive interpersonal skills.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light to Heavy Work: Exerting between 20 and 100 pounds of force occasionally and/or up to 50 pounds of force as frequently as needed to move objects.

**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 those established by the District.

Assignment to a classroom/student requires that you return to/with that classroom/student each school year as long as it is required. If classroom/student doesn't require your services, your services may be terminated. You may apply for another position which you are qualified, if available.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 10**

**Salary Lane: Support PARA**

**Approved: 06/19/2018**