



Job Title: Multi-Purpose Paraprofessional

Supervisor: Principal

Terms of Employment: 180 days

Job Summary:

Supervise students and assist with various duties required for the effective operation of a school.

Essential Duties:

1. Supervise students.
2. Support the school learning environment.
3. Demonstrate flexibility in being assigned various work assignments.
4. Multi-task and work with minimal supervision.
5. Interact with students, parents, teachers, administration, and other staff members

Other Duties:

Perform other tasks and assume other responsibilities as may from time to time be assigned by administration.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Must meet the requirements for a paraprofessional which includes one of the following:
Minimum of 60 college credit hours or an Associate's Degree or Paraprofessional certificate.
2. Demonstrate aptitude (i.e. good grasp of spoken and written language, positive attitude toward young children, and knowledge of needs and development of young children) for the work to be performed.
3. Demonstrate excellent verbal and written communication skills.
4. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the



employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade 103/104 (Education Based)

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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