PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6293 FLSA: Non-Exempt
Pay Grade: D06

CLASSROOM ASSISTANT SUBSTITUTE

REPORTS TO:
Site Administrator

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Graduation from high school or possession of a GED. Required district training related to meeting the needs of students with disabilities.

MAJOR FUNCTION

Provides instructional support for students with disabilities under the direction of one or more Exceptional Student Education (ESE) teachers when Medical Behavior Assistant or Paraprofessional is absent. May also work with students with disabilities in general education classes under the direction of one or more general education teachers.

ESSENTIAL RESPONSIBILITIES

- Implements teacher lessons with individual, small group or total class, as directed by supervising teacher(s).
- Provide hands-on assistance to teacher(s) with activities that engage students in learning experiences.
- Assists with collection of student performance data, as directed by supervising teacher(s).
- Assists with implementation of individual behavior improvement plans, and/or classroom management systems, as directed by supervising teacher(s).
- Assists with implementation of augmentative communication or assistive technology as directed by the teacher(s).
- May assist with student needs specific to disabilities, e.g., lifting, positioning, sign language, sight-based techniques, etc., as directed by supervising teacher(s).
- Assists with school activities such as lunchroom, recess, specials, and buses.
- Assists with clerical tasks, e.g., preparing instructional materials, checking student work, maintaining supplies and equipment for classroom use, typing, filing, and operating office equipment, and cleaning up after activities.
- If substituting in an extended capacity, it may be required to accompany ESE students on school system buses and/or diapering/toileting students in a classroom setting with training.
- Demonstrates respect for students, parents, and school staff.
- Works collaboratively with others.
- Assists the teacher(s) in maintaining a classroom and student climate of mutual respect.
- Assists with basic treatment activities for exceptional students, under the guidance of a therapist or supervising teacher(s) (Speech/OT/PT).
- Escorts students to and from classes as needed, for student participation in all activities.
- Performs related work as required.
- Arrives at work on time and works the hours listed in the substitute management system for that specific position at that specific site.
- Works a minimum of 4 times per month.
- Completes all required training courses.
- Monitors district emails and the substitute management system for important updates and district information.
- Follows all district safety guidelines, processes, and procedures.

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
05/06/19 LM, REPLACES MISSING JOB DESCRIPTION; BOARD APPROVED: 06/11/19; REVISED 05/20/20 LM, MF, ER; BOARD APPROVED: 07/28/20; REVISED ER 07/25/24 CS; REVISED ER 02/17/26 MH;

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	
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				
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				