

75.00

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**PARAPROFESSIONAL / TITLE I**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Type at prescribed rate of speed.
- (3) Computer proficiency.
- (4) Paraprofessional exam passing score or completed a minimum of 48 college credit hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to follow oral and written directions. Good basic English and mathematics skills. Ability to speak well and communicate effectively. Ability to provide individual and group instruction under supervision of the teacher. Knowledge of operation of audio-visual equipment. Ability to establish and maintain harmonious relationships with students, parents and staff.

**REPORTS TO:**

Principal

**JOB GOAL**

To facilitate the operation of the Title I Program by providing assistance to certified personnel in implementing an effective educational program for students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**NOTE: Paraprofessionals may be assigned to ESE, Basic, Title 1, Vocational Guidance, Media or assigned to perform clerical duties as needed to support school programs.**

- \* (1) Assist the teacher with clerical activities.
- \* (2) Assist the teacher by providing individual / group instruction under supervision.
- (3) Assist the teacher with operation and maintenance of audio-visual equipment.
- \* (4) Maintain records and files as directed.
- \* (5) Assist the teacher in maintaining program compliance.
- (6) Assist the teacher in preparing for meetings, presentations, parent conferences and in-service sessions.
- \* (7) Participate in training programs.
- \* (8) Prepare instructional materials.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force as frequently as needed to move objects.

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**PARAPROFESSIONAL / TITLE I (Continued)**

**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.

**EVALUATION:**

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

\*Essential Performance Responsibilities