

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6955  
7337 (ESY)  
Pay Grade: D07

FLSA: Non-Exempt

**PARAPROFESSIONAL**

**MAJOR FUNCTION:**

**Chapter I/IBIS**

- Performs instructional support work directly assisting identified students (K-3) to develop learning readiness, pre-reading, reading and/or mathematics skills through a planned supplementary program. Provides direct assistance to students who have fallen behind in their class work or who need remediation in State Assessment Test standards; organizes and maintains a behavior improvement program and provides one-on-one counseling as needed IBIS. Work is performed with considerable independence under the general direction of a certified staff member and is reviewed through conferences and results obtained.

**Dropout Prevention Lab**

- Under the direction of the principal and classroom teachers, the lab paraprofessional manages the integrated learning system in the multi-station computer lab; programs into the file server the prescriptions for individual students recommended or reviewed by the classroom teacher; administers the Base Student Inventory for students in the lab; maintains and distributes to teachers the records generated by the host system in the computer lab; and reports problems with hardware or software to vendors or district computer repair personnel. The lab paraprofessional also may be required to assist in the career lab by organizing materials, checking that each lab station is properly equipped, keeping a current inventory of lab materials and supplies, and instructing small groups or individual students at lab stations under the direction of a teacher. Work is performed with considerable independence under the general direction of certified staff members and is reviewed through conferences and results obtained.

**Library/Media**

- Performs instructional support work directly assisting students K-12 in the development of academic skills through a planned program. Work is performed with considerable independence under the general direction of the Supervisor, School Library Services, Supervisor, ESE Programs and/or the Principal.

**SED Project Multiagency Network of Services**

- Performs support work directly related to the Family Services Planning Team (FSPT). Through the Resource Teacher (Community Resource Liaison) and the ESE Program Specialist (SED Project Multiagency Network of Services), the paraprofessional is responsible for intake, scheduling and follow-up of FSPT staffing, including data collection and reports. Work is performed with considerable independence under the general direction of the ESE Program Specialist (SED Project Multiagency Network of Services).

**Alternative Behavior Classroom (A.B.C)**

- Performs paraprofessional work directly related to Alternative Behavior Classroom (A.B.C.). Position is responsible for a specialized, nonpunitive assignment of intervention and assistance toward resolving student behavior problems.

**Community Involvement**

- Communicates with families and community agencies in response to culturally sensitive issues and concerns of special populations. Serves as advocate on behalf of parents and students in matters pertaining to placement, promotion, retention, achievement and special assignments.

## **PARAPROFESSIONAL**

### **DUTIES AND RESPONSIBILITIES:**

#### **Chapter I/IBIS**

- Instructs individuals or small groups of students under the guidance of a certified teacher or diagnostician.
- Participates in the planning of instructional strategies and/or behavior modification programs.
- Constructs, selects and maintains instructional materials and/or behavior reward activities; formulates lesson plans based on skills initiated by the classroom teacher or diagnostician and implements approved instructional strategies.
- Maintains records pertinent to student performance and growth and completes student progress reports subject to the review of the responsible certified staff member.
- Participates in school-based and project- or county-wide staff development activities.
- Participates in parent conferences, and school staff meetings and may be required to provide input at student staffings.
- Confers with curriculum resource teacher, classroom teacher, behavior specialist and other professional and administrative staff on student progress and problems.
- May utilize computer, projector, and/or cassette recorder in instructional and other work related activities.
- May assist in administering, scoring, and recording of assessment instruments.
- May participate in crisis intervention techniques through counseling and management of "time-out" activities.
- May perform some routine clerical activities, as the need arises.
- Performs related work, as required.

#### **Dropout Prevention Lab**

- Instructs individuals or small groups of students under the guidance of a certified teacher in the computer and/or career labs.
- Participates in the planning of instructional strategies and/or behavior modification programs.
- Constructs, selects and maintains instructional materials in the computer and/or career labs. Formulates lesson plans based on skills initiated by the classroom teacher and implements approved instructional strategies.
- Maintains records pertinent to student performance and growth and completes student progress reports subject to review of the certified staff member.
- Participates in school-based, program based, or countywide professional education activities.
- Participates in parent conferences, school staff meetings, and may be required to provide input at student staffings.
- Confers with Dropout Prevention Supervisor, classroom teacher, and other professional and administrative staff on progress and problems of students using the labs.
- May assist in administering, scoring, and recording of assessment instruments.
- Assists teachers in preparing and adjusting a schedule for lab visitation and use.
- Assists in making the labs a positive, inviting environment through bulletin board displays, signage, and other motivational media.
- May perform some routine clerical activities, as the need arises.
- Performs related work, as required.

## PARAPROFESSIONAL

### **DUTIES AND RESPONSIBILITIES: (Continued)**

#### **Library/Media**

- Directs and assists students and faculty in locating books, reference materials, etc., as required.
- Instructs individuals or small groups of students under the guidance of the Supervisor, School Library Services, Supervisor, ESE Programs and/or the Principal.
- Participates in the planning of instructional strategies and/or behavior modification programs.
- Constructs, selects and maintains instructional materials and/or behavior reward activities; formulates lesson plans based on skills initiated by the classroom teacher and/or Supervisor, School Library Services, Supervisor, ESE Programs and/or the Principal.
- Participates in school-based and project- or county-wide staff development activities.
- Participates in parent conferences and school staff meetings; may be required to provide input at student staffings.
- Confers with ESE Program resource teacher, classroom teacher, behavior specialist and other professional and administrative staff on student progress and problems.
- Maintains a variety of files and filing systems, including addresses and resource information on publishers and suppliers, to include vendors of specialized materials for exceptional students, purchase orders, card catalogs, circulation records, etc.
- Issues and maintains control of Media Center audiovisual equipment and materials on a scheduled and emergency use basis; handles daily "set-ups" for faculty; may provide screens, projectors, and VCR's for extracurricular activities; assists with the setting up and operation of audiovisual equipment.
- Responsible for the circulation of print/non-print materials and equipment.
- Completes appropriate statistics for the end of the year report.
- May utilize computer, projector and/or cassette recorder in instructional and other work related activities.
- May assist in administering, scoring, and recording of assessment instruments.
- May perform clerical activities, as the need arises.
- Performs related work, as required.

#### **SED Project Multi-agency Network of Services**

- Reviews Family Services Planning Team (FSPT) application.
- Discusses FSPT application with Case Manager, who is the applicant.
- Schedules staff support for review by the FSPT.
- Makes monthly follow-up regarding cases staffed.
- Assists in collection of data on cases and assists in completing reports.
- Maintains records pertinent to student performance and completes student progress reports.
- Participates in project- or county-wide staff development activities, both in Pinellas and Pasco County.
- Confers with resource teacher (Community Resource Liaison) and appropriate community agencies on student progress and problems.
- May utilize computer for work-related activities.
- May participate in crisis intervention techniques with children and families in crisis.
- May perform some routine clerical activities, as the need arises.
- Performs related work, as required.

## **PARAPROFESSIONAL**

### **DUTIES AND RESPONSIBILITIES: (Continued)**

#### **Alternative Behavior Classroom (A.B.C.)**

- Keeps current records on referred students.
- Maintains discipline with students, individually and/or in small groups; to channel the discharge of emotional energies in productive ways.
- Provides assistance and encouragement to students to complete their daily assignments.
- Maintains liaison with teachers, counselors, the administrative staff and pupil personnel workers to meet the varied needs of students.
- Prepares brief written reports to teachers of referred students to keep them abreast of students' progress.
- Makes a daily list of all referred students for the students' respective counselors.
- Identifies and refers students who appear to need assistance from school professionals.
- Attends scheduled meetings and workshops for professional growth and staff development.
- Performs other duties as required.

#### **Community Involvement**

- Addresses the needs of designated special populations in Pinellas County Schools and assists in coordinating training for parents on navigating the school system.
- Identifies necessary resources including, but not limited to, materials, information and services.
- Collaborates with JULE Family Service to provide information about ESE staffing procedures, placements and discipline review activities.
- Coordinates, with the Family Services Coordinator, a training continuum for district personnel, advocates and parents, business and community members.
- May also perform duties of Community Involvement Assistant at assigned school.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

Sixty (60) credit hours of college training substantiated by a transcript from an accredited college or university. Must demonstrate functional literacy and specific academic skills at the level required to perform the above-mentioned duties and responsibilities. Paraprofessionals will be required to complete workshops as specified.

### **PREFERRED:**

#### **Chapter I**

College course work related to Child Development.

#### **IBIS/SED Projects Multi-agency Network of Services**

College course work related to Human Services.

#### **Dropout Prevention Lab**

College course work related to Computer Technology, Reading and Math Curriculum, and Human Services.

#### **Library/Media**

College course work related to Literature Selection.

## **PARAPROFESSIONAL**

ISSUED: 10/79 SSN; REVISED: 5/88 PBL; BOARD APPROVED: 9/14/88; REVISED: 5/90 BMP/MW; BOARD APPROVED: 5/23/90; REVISED: 10/91 BMP (D & R ONLY); REVISED: 1/93 PBL; BOARD APPROVED: 2/10/93; REVISED: 2/94 DH (D & R ONLY); REVISED: 9/94 PBL (MF & D & R); REVISED WC: 8/04 LM.

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.

**PARAPROFESSIONAL**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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 keyboard to enter and transform words or data			X		
21. Using a video display terminal			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				

Paraprofessional - PESPA