



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Paraeducator, PK, Childcare Services
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: PA03
Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform specialized work in assisting with Infant/Toddler classrooms. Provides for the care and well-being of Infant/Toddler student's growth and compliance with the Department of Children and Families rules and regulations, and developmentally appropriate practices classroom activities. Duties are performed with the Child Development Associate Teacher and the general supervision of supervisors. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports. Complies with federal, state, and local standards.

Essential Functions of this Job

Assisting classroom staff is required. Duties may require: set up of outdoor classroom space, arrival/dismissal duties, late student sign-in, food service delivery support, health and hygiene care to students, operation of adaptive equipment, and physical assistance to impaired students. Promotes feelings of security and trust in infants and toddlers. Talks, sings and reads to infants frequently. Responds quickly in a soothing and tender manner to infant cries, needs for food or calls of distress. Organizes and maintain daily schedule, and staff/student ratio to meet DCF requirements. Professional duties will involve attending meetings as necessary, attending in-service provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the work site where assigned. Clerical assistance will be performed when needed to assist the CDAT to which one is assigned. Reinforcement of instruction of students in various situations and programs as needed. Preparation of instructional or other support materials will be assigned as needed.

Non-Essential Functions of this Job

Performs other duties as assigned.

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Knowledge, Skills and Abilities:

Knowledge of Department of Children and Families, age appropriate or preschool standards, purpose, and procedures is preferred. Sincerely interested in educating and working with young children. Ability to understand written and oral instructions, to speak and write coherently, to keep records, and make simple reports, and to work cooperatively and act professionally with other school personnel and parents. Special abilities may be required for specialized paraprofessional positions. Bilingual/biliterate is a plus.

Education, Experience and/or Certification/License Requirements

The minimum qualification is a combination of education and experience. Graduation from an accredited high school or completion of GED. Associate's degree of 60 college credit hours, or passing of the Para Pro test and DCF 40 hours of Childcare required. Background and actual work experience with early childhood programs and childcare center is preferred, not required.

Work Context:

Be physically, mentally and occupationally capable of performing the following actions with infant/toddlers without endangering self/and or infant/toddler's own health:

- a). Reach an infant/toddler child 25 feet away within 10 seconds or less,
- b). Hear an infant/toddler call for help from at least 50 feet away,
- c). Comprehend and react to dangerous situations involving infant/toddler without hesitation
- d). Crouch to an infant/toddler child's height and maintain eye contact
- e). Reach children on the highest piece of play equipment,
- f). Lift a minimum of 40 pounds,
- g). Sit on the floor and interact with children for an extended period of time,
- h). Preparation of food - Includes the selection, measurement and combining of ingredients in an ordered procedure to create a meal intended for consumption. This definition is not limited to cooking. Bottle preparation is included in this definition.

Also requires standing, walking and moving about to coordinate this work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors as well with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code: 10272
EEO5: 48
Approval Date: 2016-02-23
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.