



The School Board of Polk County

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

Job Description

Position Title: Paraeducator, Computer Lab

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PA02

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 the responsible operation and management of the computer lab, maintaining the computers, guiding students/staff to use the equipment. Provides for the care and well being of students. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports.

Essential Functions of this Job

Professional duties will involve attending meetings, inservice provided, and committee functions. Clerical assistance will consist of producing and keeping reports, logs, or prescriptions from the computers. Supervision duties will include aiding teacher with whole group, small groups, and individuals in the lab. Meal, yard, or bus duty might also be required. Reinforcement of instruction will be given to groups and individuals through networking programs and software. Preparation of instructional materials will include student prescriptions, locating specific programs or software for skill taught, and loading computers. Classroom assistance will be required for all lab processes using the network or individual projects. Technology will be used for all operations of the computer lab (Computers, printers, lasers, CD Roms, etc. Specialized duties will necessitate operation of the lab and all its components.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Sincerely interested in educating and working with young people in the technology field. Ability to operate technological equipment with efficiency. Ability to understand written and oral instructions, to speak and

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write coherently, to keep records and make simple reports, and to work cooperatively and act professionally with other school personnel and parents. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Position requires graduation from high school or completion of GED. Special training is required in computer technology and is available through district services and on the job training. Sixty (60) or more college credit hours or an Associate's degree or higher from an accredited school or a passing score on the Para Pro exam required.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate 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. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools, worksites and students' homes within the district.

Local Code: 0118
EEO5: 45
Approval Date: 2012-11-13
Date Last Revised: 2015-03-10

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