



The School Board of Polk County

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

Job Description

Position Title: Paraeducator, Media II (Books Bridge Mobile Library)
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: PA05-8
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 grant-funded/grant-specific work in assisting with services for schools. Provides for the care and well-being of students. Duties are performed under the general supervision of library media specialists. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports. This position may be 12 months and subject to later start and end times than a standard school schedule.

Essential Functions of this Job

Performs work in a school-based and/or mobile classroom or Media Center not requiring the presence of a Library Media Specialist but with guidance of an administrator/supervisor. Professional duties will involve driving the mobile media vehicle, assisting library media activities, producing learning aids, retrieving and recording data, and assisting with preparing reports. Assists with material handling, checks items in and out to teachers, students, and family members and assists with completing inventories. Assists patrons with using technology devices. Works with program staff to identify resources and disseminates information to program clients, attends meetings as necessary, attends inservice provided and becomes acquainted with philosophies, policies, procedures, equipment, and the work site where assigned. Technology will be used to enhance instruction and aid in tasks assigned.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

Non-Essential Functions of this Job

Performs other duties as assigned.

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Knowledge, Skills and Abilities:

Sincerely interested in educating and working with young people. 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. Working knowledge of programs used in library management, i.e. Destiny, AR, etc. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Must be Highly Qualified. Graduation from an accredited high school or completion of GED. Sixty (60) or more credit hours or an Associate's degree or higher from an accredited school or a passing score on the Para Pro exam. Must be able to qualify for and obtain a Commercial Driver License allowing the operation of a bus-sized vehicle. The district will provide the CDL training, if necessary. Must pass an annual physical examination.

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.

Requires driving a commercial vehicle, monitoring vehicle maintenance and service, and other non-route activities.

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 frequently weighing up to 20 pounds, and infrequently weighing more than 20 pounds, with help as necessary.

Local Code: 10132
EEO5: 48
Approval Date: 2013-04-10
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.