



The School Board of Polk County

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

Job Description

Position Title: Paraeducator, Family Services Advocate - Head Start
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: PA03-8
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 serve as resource and referral services to support the Head Start child and family. Provides Head Start families with information, supports as required in the Head Start standards: including the ERSEA (Eligibility, Recruitment, Selection, Eligibility, and Attendance) process. Duties are performed under the general supervision of the Director, Preschool Programs in consultation with the school Principal, and the daily guidance of the Senior Coordinator, Preschool Programs, Head Start. Performance is evaluated through observation of work, and/or periodic conferences, records and reports.

Essential Functions of this Job

Plays a lead role in planning, implementing and organizing Head Start parent engagement activities. Is responsible for the preparation of the plans and the implementation of all family engagement activities. Provides family referrals to community-based organizations when necessary. Takes part in staff development activities. Complies with program rules for home visits and family contacts. Complies with all Head Start Parent, Family, Community Engagement Frameworks. Offers monthly parent engagement opportunities to encourage nurturing skills and to strengthen home-school relationships. Serves as the liaison between district-based personnel and preschool parents during the transition to kindergarten. Must be energetic, make home visits, motivate parent to engage with their children's education and social/emotional development.

Non-Essential Functions of this Job

Performs other duties as assigned.

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Knowledge, Skills and Abilities:

Knowledge of developmentally appropriate practices in early childhood education. Knowledge of appropriate strategies for observation and assessment of young children. Demonstrate ability to relate well with people of varied socioeconomic and educational backgrounds. Excellent communications skills. Well organized. Ability to model appropriate behaviors within a variety of settings. Provides own transportation with reimbursement according to district policies. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited High School or a general equivalency diploma (GED) is required. Sixty (60) college semester hours or passing grade on ParaPro Test required. This position will be required to attend courses or trainings in child development, parenting or relationship building.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. 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 face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds. Requires travel to schools, worksites, community locations, and students' homes within the district with reimbursement in accordance with district policy.

Local Code: 9961
EEO5: 48
Approval Date: 2008-08-12
Date Last Revised: 2013-08-14

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.