

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Paraprofessional I - Vocational

JOB CODE: 4242/4271

DEPARTMENT: Schools

PAY GRADE: 10 (U1)

DATE: 09/27/02

BASIC OBJECTIVES

This is varied specialized education work aiding with classroom instructional and management activities in the M-DCPS Vocational Education Program. Work is performed under the close supervision of a certified teacher or professional support staff and is subject to specific detailed instructions. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

JOB TASKS/RESPONSIBILITIES

1. Aids teachers working in Vocational Education, Title XX, and Child Care Programs, performing various instructional support tasks utilizing teaching or professional practices, methods, and instructional aids associated with the area of vocational instruction.
2. Aids teacher in providing classroom instruction in vocational education.
3. Demonstrates proper operation of shop tools and equipment and safety practices and procedures.
4. Monitors students when operating tools and equipment and provides assistance pertaining to same.
5. Assists students in selecting materials, laying out projects, and in final construction.
6. Maintains clean and safe shop environment; may perform routine clerical tasks such as typing and filing tests, certificates, instructional booklets, and other instructional materials.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or an equivalent certification.
2. Effective January 8, 2002, newly hired personnel must possess an Associate's degree or higher or have completed sixty (60) college semester hours at an accredited institution of higher education. Paraprofessional personnel employed prior to January 8, 2002 will be allowed to obtain the referenced requirements through January 8, 2006.
3. Completion of a vocational program.

Prior revision date(s): 05/12/93, 02/20/01