

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Paraprofessional II - General

JOB CODE: 4259/4240

DEPARTMENT: Schools

PAY GRADE: 13 (U1)

DATE: 02/20/01

BASIC OBJECTIVES

This is limited professional education work assisting with classroom instructional and management activities. Work is performed under the general supervision of a Certified Teacher and job incumbent is expected to independently apply job knowledge and skills gained through required training and experience to job assignments and work problems.

JOB TASKS/RESPONSIBILITIES

Incumbents in jobs allocated to this class are normally assigned as a General Classroom Assistant or Migrant Tutor. Performs a variety of instructional support tasks to facilitate the effective teaching of applicable subject matter and to maintain appropriate classroom environment. Assists teacher with the planning of instructional and other learning activities and exercises. Provides follow-up instruction on a group or individual basis to reinforce previously presented lessons. Provides directions and instructions for performing an activity or exercise and answers or clarifies any related questions. Supervises small group activities and selects specific supplementary materials for lesson presentations. Proctors and grades examinations and exercises and enters results in the appropriate classroom records. Assists in managing classroom factors having a bearing upon effective learning. Assists in preparing and maintaining student records, attendance records, seating assignments, classroom inventories, instructional files and grade records. Uses and operates varied audio-visual, automated and electronic tools, devices and equipment (including computers) in support of instructional and student learning. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to hazards, noise and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

High school diploma or equivalent certification and completion of sixty (60) semester hours of college-level coursework including at least fifteen (15) semester hours of coursework in education.

Prior revision date(s): 03/02/93