

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Paraprofessional I - General

JOB CODE: 4260/4241

DEPARTMENT: Schools

PAY GRADE: 10 (U1)

DATE: 09/27/02

BASIC OBJECTIVES

This is varied routine education work assisting with and supporting classroom instructional and management activities. Work is performed under the close supervision of a certified teacher and is subject to specific and 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. Performs various instructional support tasks as assigned to facilitate the effective teaching of applicable subject matter and to maintain appropriate classroom environment.
2. Distributes and collects instructional materials and monitors student's progress on the learning activity.
3. Provides directions and instructions for performing an activity or exercise and answers or clarifies any questions pertaining to such.
4. Proctors and grades examinations and exercise and enters results in the appropriate classroom records.
5. Assists individual students through drill and practice sessions to acquire or strengthen previously taught concept, skills and learning programs to ensure procedural correctness and maximum understanding.
6. Assists in managing student's classroom conduct and behavior and informs teachers of incidents, circumstances or factors having a bearing upon effective learning.
7. Assists in preparing and maintaining student records, attendance records, seating assignments, classroom inventories, instructional files and grade records.
8. May be assigned to perform varied routine clerical tasks such as: typing and filing tests, certificates, instructional booklets, skills, inventories, vocabulary lists, study sheets, purchase orders, and various other instructional materials.
9. Operates reproduction equipment and assists with textbook inventories.
10. Performs related duties of an instructional or clerical nature as required.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or an equivalent recognized certificate.
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.

Prior revision date(s): 03/01/93, 02/20/01