**SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION**

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| **TITLE:** Paraprofessional, Instructional (Classroom) | | | |
| **CLASSIFICATION:** Classified | **NEW:** No | **UPDATED:** 05/24 | **FLSA STATUS:** Non-Exempt |
| **REPORTS TO:** Principal/Teacher | | | |
| **JOB GOAL:** To assist the teacher(s) and/or other school personnel by performing assigned tasks in order to provide a quality educational program for students. | | | |
| **NOTE:** Instructional paraprofessionals may be assigned to ESE, Basic, Title I, Guidance, Media, PE, Permanent Substitute or assigned to perform clerical duties as needed to support school programs. | | | |
| **TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board. | | | |
| **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. | | | |

**QUALIFICATIONS:**

1. High School Diploma or GED.
2. Completed at least two (2) years of study at an institution of higher education or obtained an associate's (or higher) degree; or met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.
3. Must be able to relate well with children of all ages.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**PERFORMANCE RESPONSIBILITIES:** Essential duties end with an asterisk.

1. Use effective, positive interpersonal skills. *
2. Assist teachers in supervising classroom learning activities.*
3. Assist teachers in preparing instructional materials and equipment. *
4. Plan and organize appropriate instruction using guidelines established by teachers.*
5. Maintain a clean and orderly environment for students. *
6. Maintain confidentiality regarding student information. *
7. Assist in maintaining positive relationships between the school and parents. *
8. Carry out learning activities as prescribed by teachers. *
9. Assist teachers in administering standardized and teacher prepared tests. *
10. Assist teachers in correcting student classwork and homework, per statute 1012.38(4d) *
11. Supervise students when teachers must leave the room for a short period of time. *
12. Assist with housekeeping chores in the classroom.*
13. Follow the District's safety protocols. *
14. Support teachers in meeting the instructional, educational, behavioral, and social emotional needs of students in the classroom and community. *
15. Familiarize and assist with the implementation of all Individual Education Plans, 504 Plans, MTSS protocols, Behavior Intervention Plans, Safety Plans, Health Plans and Education Plans.*
16. Assist students with technology including communication devices, switches and orthopedic devices needed for sitting, walking, or standing. *
17. Assist students as necessary with physical needs including feeding, hygiene, diapering, toileting, lifting, and mobility. *
18. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another. *
19. Assist students with classroom and cafeteria clean up and wiping down surfaces to uphold sanitation standards as required for safe school environment. *

20. Provide small group and/or individualized instruction to students. *
21. Collect instructional and behavioral data for all objectives being taught for each student. *
22. Perform any other related duties as assigned by the teachers or principal. *

**PHYSICAL REQUIREMENTS:**

1. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.
3. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Noise level in the work environment is usually moderate.