



CITY OF CAPE CORAL

Established Date: Feb. 15, 2005

Revision Date: Feb 11, 2020

## Charter School Paraprofessional II

Class Code:  
99053

Bargaining Unit: NON-BARGAINING EMPLOYEE

### **SALARY RANGE**

\$12.00 - \$18.02 Hourly  
\$24,960.00 - \$37,481.50 Annually

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Teacher or designated Supervisor, assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Aids in the efficient operation of the school or department by assisting in the coordination and communication with Administration, other instructional and support staff, parents and students. In the absence of the Teacher, incumbent will act as the substitute teacher. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing instructor-developed lesson plans under the direct supervision of an instructional staff member.
- In the absence of the Teacher, assumes the instructional process by implementing instructor-developed lesson plans.
- Assists in the preparation, organization and use of instructional aids. Materials and technology as directed.
- Works with the Teacher to reinforce positive learning and behavior patterns among students.
- Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.
- Supports parental involvement activities.
- Demonstrates understanding and respect of individual student's culture and interests.
- Maintains confidentiality and complies with laws and policies concerning confidentiality of student information.
- Performs related clerical and recordkeeping duties as directed.
- Adheres to good safety procedures.
- Provides support in a computer laboratory, library, media center and/or other learning facilities when appropriate.
- Participates in training programs as appropriate.
- May be assigned to back-up other assistants in areas such as ESE or Clinic after appropriate training.

- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

- Associate degree or at least sixty (60) college credit hours, or certified Barton Tutor in grades K-5, and a minimum of three (3) years of experience as a Teacher Assistant/Paraprofessional required.
- Bilingual skills encouraged.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge of report and record keeping principles and techniques.
- General knowledge of business mathematics.
- Demonstrates skill in both written and oral communications for effective expression and clarity.
- Ability to utilize a variety of modern office equipment, i.e., computers, facsimile machines and copiers.
- Ability to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.
- Ability to organize and review work for efficient results and accuracy.
- Ability to perform duties with consistent courtesy and tact in the best interest of the public.
- Ability to issue and follow oral and written directions.

**REPORTS TO:** Principal

**EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**OTHER PHYSICAL REQUIREMENTS:**

- Tasks may involve extended periods of visual concentration.

The following selected physical activities are required to perform the essential functions of this position.

<b>The physical requirements of this position</b>		
<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	50%

<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount of climbing required exceeds that required for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	50%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	90%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	0%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to rest on knee or knees.	20%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	50%
<b>Pulling</b>	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	30%
<b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	30%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	90%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands and/or fingers.	90%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	50%
<b>Standing</b>	Particularly for sustained periods of time.	50%
<b>Stooping</b>	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	50%
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.	80%

**Walking**

Moving about on foot to accomplish tasks,  
particularly for long distances or moving from one  
work site to another

50%



# Charter School Paraprofessional II

Class Code:  
99053

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: May 13, 2005  
Revision Date: May 4, 2012

## SALARY RANGE

\$12.00 - \$18.02 Hourly  
\$960.00 - \$1,441.60 Biweekly  
\$2,080.00 - \$3,123.47 Monthly  
\$24,960.00 - \$37,481.60 Annually

## GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Aids in the efficient operation of the school or department by assisting in the coordination and communication with Administration, other instructional and support staff, parents and students. In the absence of the Teacher, incumbent will act as the substitute teacher. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

## SPECIFIC DUTIES AND RESPONSIBILITIES:

Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing instructor-developed lesson plans under the direct supervision of an instructional staff member.

In the absence of the Teacher, assumes the instructional process by implementing instructor-developed lesson plans.

Assists in the preparation, organization and use of instructional aids, materials and technology as directed.

Works with the Teacher to reinforce positive learning and behavior patterns among students.

Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.

Supports parental involvement activities.

Demonstrates understanding and respect of individual student's culture and interests.

Maintains confidentiality and complies with laws and policies concerning confidentiality of student information.

Performs related clerical and recordkeeping duties as directed.

Adheres to good safety procedures.

#### **ADDITIONAL JOB FUNCTIONS**

Provides support in a computer laboratory, library/media center and/or other learning facilities when appropriate.

Participates in training programs when appropriate.

May be assigned to back-up other assistants in areas such as ESE or Clinic after appropriate training.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

Associate's degree or at least sixty (60) college credit hours, or certified Barton Tutor in grades K-5, and a minimum of three (3) years experience as a Teacher Assistant/Paraprofessional required. Bilingual skills encouraged.

#### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has general knowledge of report and record keeping principles and techniques.

Has general knowledge of business mathematics.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

#### **MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of visual concentration.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from

obvious standards) of documentation, accounting, and applications.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks are generally performed without exposure to adverse environmental conditions.



# The School District of Lee County

## Job Description

**JOB TITLE:** Paraprofessional, Educational (Instructional Support)

**FLSA STATUS:** Non-exempt

**PAY GRADE:** 5

**SALARY SCHEDULE:** Support

**JOB CODE:** 504100, 504120,  
504140, 504160

**BARGAINING UNIT:** SPALC

**DAYS PER YEAR:** 187

**WORKER'S COMP**

**CATEGORY:** 8868 - School Professionals

**MAJOR FUNCTION:**

Assist instructional staff in meeting student academic needs and assist in achieving the objectives of the school.

### MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Completion of two (2) years of study at an institution of higher learning or an Associate's degree; or successful completion of a formal academic assessment that demonstrates knowledge of and ability to assist in instructing in reading, writing, mathematics, and other academic subjects or in reading readiness, writing readiness, and mathematics readiness.
- Two (2) years of related experience preferred.

Such alternatives to the above qualifications as the Board may find acceptable.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Oral and written communication skills.
- Ability to follow oral and written instructions.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

**REPORTS TO:** Principal or Designated Administrator

### ESSENTIAL JOB FUNCTIONS:

- Assist in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing teacher-developed lesson plans under the direct supervision of an instructional staff member.
- Assist in the preparation, organization, and use of instructional aids, materials, and technology as directed.
- Work with the teacher to reinforce positive learning and behavior patterns among students.
- Assist students in the development of study skills necessary for learning and in the achievement of instructional objectives.
- Support parental involvement activities.





# The School District of Lee County

## Job Description

- Demonstrate understanding and respect of individual student's culture and interests.
- Maintain confidentiality and comply with laws and policies concerning confidentiality of student information.
- Perform related clerical and recordkeeping duties as directed.
- Adhere to safety procedures.
- Assist in implementation of a student's Individual Education Plan (IEP).
- Provide support in a computer laboratory, library/media center, and/or other learning facilities when appropriate.
- Act as a translator if able and as appropriate.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	50%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of	10%



# The School District of Lee County

## Job Description

	climbing required exceeds that required for ordinary locomotion.	
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	50%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	90%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	60%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	20%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	50%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	30%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	90%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	50%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	50%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	50%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	50%

### TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.



# **The School District of Lee County**

## **Job Description**

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**JDE NUMBER:** A-11.07

**BOARD ADOPTION:** 1-14-03

**REVISIONS:** 11-7-18

**REVIEWED:** 7-1-05

**Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.**