



CITY OF CAPE CORAL

Established Date: Feb. 15, 2005

Revision Date: Feb 11, 2020

Charter School Paraprofessional I

Class Code:
99051

Bargaining Unit: NON-BARGAINING EMPLOYEE

SALARY RANGE

\$9.82 - \$14.62 Hourly
\$20,425.60 - \$30,409.60 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, provides assistance to the teacher and/or supervisor in achieving the objectives of the school/department and to assist students in meeting academic, social and personal goals. 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 individual students, small groups or in learning labs or field trips as directed.
- Assists in the maintenance and utilization of software and hardware available in various student programs.
- Prepares instructional materials as assigned.
- Performs routine clerical and record keeping duties as directed.
- Assists in providing for the safety of students.
- Demonstrates a sympathetic understanding of individual students, their needs, interests and abilities.
- Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.
- 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:

- High School diploma or GED required.
- Must have either forty-eight (48) hours of college credit from an accredited institution or the ParaProfessional Certification.
- 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.

The physical requirements of this position		
Physical Requirement	Description	Percent of Time
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%
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 of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	50%

Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	90%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	50%
Hearing	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%
Kneeling	Bending legs at knee to come to rest on knee or knees.	20%
Lifting	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%
Pulling	Using upper extremities to exert force in order to draw, hay or tug objects in a sustained motion.	30%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	30%
Reaching	Extending hand(s) and arm(s) in any direction.	90%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	90%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	50%
Standing	Particularly for sustained periods of time.	50%
Stooping	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%
Talking	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 I

Class Code:
99051

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Feb 15, 2005
Revision Date: Sep 13, 2011

SALARY RANGE

\$9.82 - \$14.62 Hourly
\$785.60 - \$1,169.60 Biweekly
\$1,702.13 - \$2,534.13 Monthly
\$20,425.60 - \$30,409.60 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, provides assistance to the teacher and/or supervisor in achieving the objectives of the school/department and to assist students in meeting academic, social and personal goals. 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 individual students, small groups or in learning labs or field trips as directed.

Assists in the maintenance and utilization of software and hardware available in various student programs.

Prepares instructional materials as assigned.

Performs routine clerical and recordkeeping duties as directed.

Assists in providing for the safety of students.

Demonstrates a sympathetic understanding of individual students, their needs, interests and abilities.

Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.

ADDITIONAL JOB FUNCTIONS

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:

High school diploma or GED required. Must have either forty-eight (48) hours of college credit from an accredited institution or the ParaProfessional Certification. 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 (Basic, ESE, ESOL)

FLSA STATUS: Non-exempt

PAY GRADE: 4

SALARY SCHEDULE: Support

JOB CODE: 503880, 503920,
503940, 503950,
503960, 503980,
504000, 504020,
504040, 504060,
504080, 504180

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.
- One (1) year 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.



The School District of Lee County

Job Description

- Assist students in the development of study skills necessary for learning and in the achievement of instructional objectives.
- Support parental involvement activities.
- 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.
- Provide support in a computer laboratory, library/media center, and/or other learning facilities when appropriate.
- Assist in implementation of a student's Individual Education Plan (IEP).
- Act as a translator if able and as appropriate.
- Monitor student behavior/activity in the cafeteria and other campus locations with the support of administrators and/or teachers.

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	50%



The School District of Lee County

Job Description

	factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	
<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 climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	50%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	90%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	50%
<input checked="" type="checkbox"/> Hearing	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"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	20%
<input checked="" type="checkbox"/> Lifting	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"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	30%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	90%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	50%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	50%
<input checked="" type="checkbox"/> Stooping	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"/> Talking	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"/> Walking	Moving about on foot to accomplish tasks, particularly for long	50%



The School District of Lee County

Job Description

	distances or moving from one work site to another.	
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TERMS OF EMPLOYMENT:

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

JDE NUMBER: A-11.02

BOARD ADOPTION: 1-14-03

REVISIONS: 1-27-04, 7-1-05, 11-7-18

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

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.