



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Paraeducator, Parent Involvement (Grant)
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: PA01
Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work in assisting the parental involvement activities for English Language Learner (ELL) parents, including the Dual Language Program for the District.

Essential Functions of this Job

This position will assist the Teacher Resource Specialist Trainer (TRST) responsible for ESOL Parent Involvement and all school-based TRSTs in performing duties. Will help schools with ELL parent home communications, inclusive of Parent Teacher Organization (PTO), Parent Teacher Association (PTA), and Parent Leadership Council (PLC), and with parent translations. Will assist in preparing for community outreach programs. Will also assist in successfully implementing the Dual Language Program for the District.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Experience working with students and adults for whom English is a second language. Demonstrate ability to relate well with people of varied socioeconomic and educational backgrounds. Excellent communication skills, verbal and written. Well organized. Ability to model appropriate behaviors within a variety of settings. Able to provide own transportation with reimbursement according to School Board policies. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from an accredited High School or a general equivalency diploma (GED) is required. Actual work experience should be in working with students and families for whom English is a second language. Sixty (60) or more college credit hours or an Associate's degree or higher from an accredited school or a passing score on the Para Pro exam required.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools, worksites and students' homes within the district.

Local Code: 0110

EEO5:

Approval Date: 2012-11-13

Date Last Revised: 2015-03-10

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.