



# The School Board of Polk County

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

## Job Description

Position Title: Paraeducator, Prekindergarten  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: PA03  
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 specialized work in assisting with preschool classrooms. Provides for the care and well-being of students. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports. Complies with federal, state, and local standards.

### Essential Functions of this Job

Assisting classroom staff is required. Duties may require: set up of outdoor classroom space, arrival/dismissal duties, late student sign-in, food service delivery support, health and hygiene care to students, operation of adaptive equipment, and physical assistance to impaired students. Professional duties will involve attending meetings as necessary, attending in-service provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the work site where assigned. Clerical assistance will be performed when needed to assist the supervisor to which one is assigned. Reinforcement of instruction of students in various situations and programs as needed. Preparation of instructional or other support materials will be assigned as needed.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of Head Start Administration or preschool standards, purpose, and procedures is preferred. Sincerely interested in educating and working with young children. Ability to understand written and oral instructions, to speak and write coherently, to keep records, and make simple reports, and to work

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cooperatively and act professionally with other school personnel and parents. Special abilities may be required for specialized paraprofessional positions. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED. Associate's degree of 60 college credit hours, or passing of the Para Pro test required. Background and actual work experience with early childhood programs is preferred, not required.

Work Context:

Requires sitting, 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. May require working outdoors as well with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code: 0114  
EEO5: 48  
Approval Date: 2012-11-13  
Date Last Revised: 2013-09-25

*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.*