



The School Board of Polk County

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

Job Description

Position Title: Paraeducator, Virtual Education Facilitator

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PA07-7.5

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 implement support strategies and services and monitor the success of our online learners and families in the Virtual Education Program, in compliance with State and Federal standards.

Essential Functions of this Job

Monitors online learning course progress and activities. Communicates students' progress regularly to parents and school personnel. Partners with the Virtual Education instructor and school counselor to provide ongoing support. Records and submits daily student attendance. Provides classroom support to students. Participates in staff development activities. Complies with Virtual Education Program expectations regarding student and family contacts, including providing monthly support to parents and bridging communications between school and family. Serves as a liaison between school and virtual personnel. Works under the direction of the school Principal. Performance is evaluated through observation of work and/or periodic conferences, records, and reports.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of the processes and procedures for email, all Microsoft Office software programs, and the basic operations of online learning. Knowledge of appropriate observation, monitoring, and organizational strategies for online learning. Demonstrated ability to relate well with people of varied socioeconomic and educational backgrounds. Strong verbal and written communication skills and organizational skills. Ability to model appropriate behaviors in a variety of settings. 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. Sixty (60) college semester hours or passing grade on ParaPro Test required. This position will be required to attend courses or trainings as appropriate for the position.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. 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 face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds.

Local Code: 10212
EEO5: 48
Approval Date: 2014-10-28
Date Last Revised:

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.