



# The School Board of Polk County

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

## Job Description

Position Title: Paraeducator, LPN

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PA09

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 provide services as LPN for individual schools. Specialized work in assisting with services for schools. Duties are performed under the general supervision of school administrators. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports.

### Essential Functions of this Job

Professional duties will involve assisting with staffings, when required, and school committee assignments. Clerical assistance will consist of maintaining school health records and other related health reports. Supervision duties will include providing supervisory assistance for students receiving health related services. Reinforcement of instruction will be given for students and teachers regarding the health services and activities. Preparation of instructional materials will include assisting teachers to provide for the health related curriculum. Classroom assistance may be required for field trips, projects, and assisting students and teachers with health related needs. Technology will be used for medically related equipment. Specialized duties will necessitate being available to provide appropriate medical services and handle health related emergency situations.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Licensed Practical Nurse (LPN) certification. Sincerely interested in educating and working with young people. Ability to understand written and oral instructions, to speak and write coherently, to keep records

Position Title: Paraeducator, LPN

and make simple reports, and to work cooperatively and act professionally with other school personnel and parents. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Position requires graduation from high school or completion of GED. Maintain LPN certification.

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 frequently weighing up to 20 pounds, and infrequently weighing more than 20 pounds, with help as necessary.

Local Code: 9003  
EEO5: 50  
Approval Date: 2012-11-13  
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.*