

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE III, ADULT & COMMUNITY EDUCATION – 12 MONTH

SALARY SCHEDULE: SSP7

COST CENTER: ADULT AND COMMUNITY EDUCATION CENTER - 1070

QUALIFICATIONS:

- (1) Associate of Art's/Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution.
- (2) Must be able to communicate effectively with instructors, students and staff.
- (3) Possess a valid State of Florida Driver's License and have, or be willing to take, the District Basic Driver Improvement Course in order to drive the school van.
- (4) Must be available to work evenings and occasional weekends.

KNOWLEDGE, SKILLS AND ABILITIES:

Have a working knowledge of Microsoft Office, basic money collection procedures, and have the ability to work collaboratively in an office environment. Must possess positive interpersonal skills with a focus on service excellence. Have the ability to plan, organize and prioritize activities related to assignments. Have the ability to communicate effectively, both orally and in writing.

REPORTS TO:

Supervisor of Adult and Community Education Center

JOB GOAL

To effectively support the daily operation of Community Education, and Adult and Senior Enrichment programs in such a way as to ensure a high degree of service to the students and the community.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Facilitate community education, and adult and senior enrichment classes.
- * (2) Assist in the implementation of programs in such a way as to consistently maintain a safe environment.
- * (3) Consult with staff, school personnel and students to assist Supervisor and Program Coordinator in planning, organizing and maintaining meaningful programs as outlined in established objectives and goals.
- * (4) Assist with instructional orientation in-service as needed and monitor compliance of required paper work.
- * (5) Assist in organizing and conducting the registration of students.
- * (6) Maintain positive relationships with staff and students.
- * (7) Prepare / revise forms, handbooks and other paperwork as needed.
- * (8) Assist with preparation of accurate records and reports.
- * (9) Utilize computer literacy / clerical skills such as, typing, copying, filing, collating and others, as needed.
- * (10) Respond to inquiries or concerns in a timely manner.
- * (11) Keep Supervisor and Program Coordinator informed of potential problems or unusual events.
- * (12) Attend training sessions and workshops to keep abreast of current programs and practices.
- * (13) Represent the District in a positive and professional manner.

PARAPROFESSIONAL AIDE, ADULT EDUCATION (Continued)

- *(14) Answer telephone as needed.
- *(15) Assist other support staff as needed.
- *(16) Exhibit interpersonal skills to work as an effective team member.
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Follow School Board policies, rules and regulations.
- *(21) Perform other tasks as assigned by Supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District. (12 month work year)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 04

*Essential Performance Responsibilities