JOB DESCRIPTION

POSITION TITLE: Certified Teacher Assistant, Bilingual Multicultural

Education

CONTRACT YEAR: 10 Months

PAY GRADE: 13 — Certified Teacher Assistant

(Paraprofessional ESP Salary Schedule)

BARGAINING UNIT: Broward Teachers Union – Educational Support

Professionals (ESP)

MINIMUM PREFERRED QUALIFICATIONS

EDUCATION: An earned Aassociate's of Arts or Associate of Science

degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited

institution.

EXPERIENCE: Previous job-related work experience is preferred A

minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children

preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED: Ability to speak, read and write English and the language

representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability

to work with students. Computer skills.

PREFERRED: Six (6) semester hours in the area of human growth and

development.

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

EXPERIENCE: Previous job related work experience is preferred A

minimum of two (2) years of demonstrated experience,

within the last five (5) years, in working with children preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED:

Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills.

Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. Computer skills.

Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) Limited English Proficiency (LEP) population(s). Sensitive to other cultures. Ability to work with students. Potential for success in acquisition of teaching/tutorial techniques. Must have completed, or be willing to commence training within 90 days of employment, training programs presented by State of Florida Human Resource Services as stipulated in the State of Florida Statutes or programs developed and presented by The School Board of Broward County, Florida, as specified by the requirements of the job assignment. Computer skills as required for the position

Must meet all required screening procedures based on the requirements of the assignments as determined by the Superintendent.

PREFERRED: Six (6) semester hours in the area of human growth and

development-preferred. Bilingual skills preferred.

REPORTS TO: School Principal / or Ddesignee

SUPERVISES: None No supervisory responsibility

POSITION GOAL: To provide bilingual instructional assistance in the class

room by assisting in a variety of activities including the preparation of instructional materials, presenting classroom instruction, performing various clerical duties, and assisting and supervising the actions of students to enrich the delivery of bilingual education to students. The assignments will be consistent with the state statutes, regulations and good educational practices and programs of The School Board of Broward County, Florida. To assist with the effective implementation of a specific grant if necessary.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Certified Teacher Assistant, Bilingual Multicultural Education shall:

- 1. assist the teacher with instructing the lesson plan in a community based instructional setting to enrich the delivery of education by performing such assignments including, but not limited to, the following.
 - a. assuming an active role in helping the teacher plan instructional activities.
 - b. following up lessons with the students including leading small group discussions and activities and tutoring individual students. Assist target students in attaining all performance objectives.
 - c. planning and implementing activities such as physical education and experience programs.
 - d. providing instruction in subject areas in which the Certified Teacher Assistant may have personal knowledge and expertise based on ethnic or cultural experience.
 - e. ordering, preparing, repairing, constructing, etc., instructional materials and supplies.
 - f. assist the Vocational and ESOL teachers by using the native language of target participants when necessary.
 - g. completing other assignments which assist the teacher in making instructional programs more effective, including instruction which is taught in a community-based instructional setting.
 - h. assist students with vocational subject content.
- 2. perform assigned child care activities, including, but not limited to, the following:
 - a. helping students with special medical or health needs, after appropriate training.
 - b. aiding in lunchroom, naps and rest periods, fire drills; aiding with outer (inclement weather) clothing, special personal medical equipment (such as braces), students who become ill, etc.
 - c. completing other assignments which assist the student.
- 3. have a primary responsibility for materials and equipment including, but not limited to, the following:
 - a. organizing, surveying, compiling and previewing reading and material lists, bibliographical lists, research materials, etc.

-Certified-Teacher Assistant, Bilingual Multicultural Education (cont'd.) SBBC: OO-011

- b. preparing visual aids, tapes, student work sheets, games and puzzles, transparencies and other instructional materials.
- e. cataloging and checking out materials and equipment and maintaining an active inventory.
- d. preparing computer instructional materials, programs and equipment.
- e. completing other related activities assigned by the teacher.
- 4. as requested by the teacher, provide classroom clerical assistance by performing such duties as the following:
 - a. maintaining student records on attendance, cumulative folders, report cards, health records, filing system of students' work, assignments for make up work.
 - b. preparing student data for standardized tests.
 - c. processing new books, materials and inventory.
 - d. scoring and checking students' work.
 - e. collecting and recording monies.
 - f. special assignments which free the teacher to spend more time with instructing the students.
 - g. performing other classroom-related clerical assignments.
 - h. attend parent advisory committee meetings.
 - i. assist with strengthening school and community relations.
 - j. assist students in hands on projects, assignments and important vocational concepts (i.e., safety rules/codes, machine operation and care) in native language when necessary.
 - k. report feedback of LEP students to regular teachers, (i.e., skill areas.)
- 5. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- 6. participate successfully in the training programs offered to increase the individual's skills and proficiency related to the assignments job responsibilities.
- 7. review current developments, literature and technical sources of information related to job responsibility.
- 1. Provide academic assistance and support for individual and/or small groups of students in the home-language, as directed by and, under the supervision of the teacher.
- 2. Confer, as needed, with teachers concerning programs and materials to meet student needs.
- 3. Assist the teacher with evaluating student progress on a regular basis and providing feedback to students and parents in a mode of communication understandable to the parents
- 4. <u>Assist with ELL folders/record keeping of placement of files, achievement data, etc.</u>
- 5. Assist with the administration of English for Speakers of Other Languages

- (ESOL) eligibility testing and/or appropriate assessments designed to measure and observe student progress.
- 6. Provide translation for non-English speaking parents such as phone calls, notes, and letters between home and school.
- 7. Assist and serve as a member of the school's ELL committee.
- <u>8.</u> <u>Assist with meetings and ESOL Parent Advisory Councils as interpreter/translator.</u>
- 9. Under the supervision of a certified personnel/administrator and on a limited basis perform other non-instructional duties as assigned.
- 10. Participate in the professional development opportunities offered to enhance the individual's skills and proficiency related to the job responsibilities.
- 11. Ensure adherence to good safety procedures.
- 12. Follow Federal and State laws, as well as School Board policies.
- 13. Perform other duties as assigned, consistent with the goals and objectives of this position, by the School Principal or designee.

SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

On a daily basis works with assigned classroom teacher and classroom students to enhance the instructional process by providing assistance, care and supervision to students. Frequently interacts with other personnel within assigned school in performing daily work routine. On a limited basis, mMay periodically communicate with parents under the direction of assigned classroom teacher or administrator.

PHYSICAL REQUIREMENTS:

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

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 11/6/90 & Board Adopted: 12/4/90 Board Adopted: 6/02/09

SBBC: OO-014

FL: 656

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE: (Certified) Teacher Assistant,

K-12/Exceptional Student Education (ESE)

CONTRACT YEAR: Ten Months

PAY GRADE: 12 - Teacher Assistant

OR

13 - Certified Teacher Assistant

(Paraprofessional ESP Salary Schedule)

BARGAINING UNIT Broward Teachers Union – Educational Support

Professionals (ESP)

PREFERRED QUALIFICATIONS:

A. TITLE I SITES - & NON-TITLE I SITES

Pay Grade 13- Certified Teacher Assistant

EDUCATION: An earned Aassociate's degree from an accredited

institution is required, OR at least 60 semester hours of earned college credit from an accredited institution is

required.

EXPERIENCE: A minimum of two (2) years of demonstrated experience,

within the last five (5) years, in working with children

preferred.

OR

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

EXPERIENCE: Prior experience working with children preferred.

A minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children

preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED:

Successful completion of the Teacher Assisting Curriculum at the designated technical center technical college in the Broward County School District and achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, coordinated through the School Board of Broward County's Title I department, to meet the mandated requirements of Public Law 107-110, No Child Left Behind Act of 2001 to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate, is required REQUIRED. Computer skills as required for the position.

PREFERRED:

Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

AND

QUALIFICATIONS: B. NON-TITLE I SITES

Pay Grade 12- Teacher Assistant

EDUCATION:

Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

ADDITIONAL REQUIREMENTS:

REQUIRED:

Successful completion of the Teacher Assisting Curriculum at the designated technical center in the Broward County School District is required. Computer skills as required for the position.

Pay Grade 13- Certified Teacher Assistant

In addition, must achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate, is REQUIRED.

OR

EDUCATION: An earned Associates degree from an accredited institution

is required OR at least 60 semester hours of earned college

credit from an accredited institution is required.

PREFERRED: Six (6) earned semester hours in the area of Human Growth

and Development is preferred. Bilingual skills preferred.

----AND

EXPERIENCE: Prior experience working with children preferred.

REPORTS TO: The School Principal or designee

SUPERVISES: None

POSITION GOAL: To provide the highest quality instructional program to

students in Broward County. To play a vital role in the instructional process of an individualized program of

education.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The (Certified) Teacher Assistant, K-12/ Exceptional Student Education (ESE) shall:

- 1. be able to wWork under the direct supervision of a teacher in the creation of instructional materials.
- 2. Construct and design specific items for tests and work sheets when provided with the guidelines by the teacher.
- 3. Take an active role in helping the teacher plan instructional activities.
- 4. Follow-up lessons presented by the teacher when provided with guidelines by the teacher.
- 5. Supervise small group discussions and activities among students.
- 6. Grade and record student's work under the direction and guidance of the teacher.
- 7. Tutor individual students as assigned by the teacher.
- 8. be—Responsible for the planning and implementation of some educational activities such as physical education, games and library work.
- 9. Select specific supplementary materials for utilization in the instructional program as directed by the teacher.
- 10. Assist teachers in in-service training programs for other paraprofessionals i.e. teacher aide.
- 11. Assist in instruction in those disciplines in which the teacher assistant may have particular knowledge or expertise.
- 12. Undertake responsibility for computer based education under the direction of the teacher.

- 13. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:
 - a. Assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
 - <u>b.</u> <u>Providing mobility assistance including lifting, positioning or transferring student.</u>
 - <u>c.</u> <u>Assisting with activities related to seizure control.</u>
 - d. Assisting with feeding needs, which may include suctioning.
 - <u>e.</u> Assisting with adaptive equipment needs.
 - f. Providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.
- 13.14. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- 14.15. Participate successfully in the training programs offered to increase the individual's skills and proficiency related to the assignments job responsibilities.
- 15.16. Review current developments, literature and technical sources of information related to job responsibilityies.
- 16.17. Ensure adherence to good safety procedures.
- 17.18. Follow Federal and State laws, as well as School Board policies.
- 18.19. Perform other duties as assigned by the <u>School Principal</u> or designee.

SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

On a daily basis works with assigned classroom teacher and classroom students to support high quality and effective instructional program delivery to students. Frequently interacts with other personnel within assigned school in performing daily work routine. May periodically communicate with parents under the supervision of assigned classroom teacher.

PHYSICAL REQUIREMENTS:

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

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 9/20/94 & Adopted: 10/18/94 Board Adopted: 4/12/05

Revised: 8/12/05

Board Adopted: 6/02/09



JOB DESCRIPTION

POSITION TITLE: (Certified) Teacher Assistant, —Head Start/Pre-K/Pre-

School ESE

CONTRACT YEAR: Ten Months

PAY GRADE: 12 - Teacher Assistant

OR

13 - Certified Teacher Assistant

(Paraprofessional ESP Salary Schedule)

BARGAINING UNIT: Broward Teachers Union – Educational Support

Professionals (ESP)

MINIMUM PREFERRED QUALIFICATIONS

A. TITLE I SITES & NON TILTE I SITES HEAD

<u>START/_PRE-K/PRE-SCHOOL ESE</u>
Pay Grade 13 - Certified Teacher Assistant

EDUCATION: An earned Aassociate's degree from an accredited

institution is required, OR at least 60 semester hours of earned college credit from an accredited institution is

required.

EXPERIENCE: A minimum of two (2) years of demonstrated experience,

within the last five (5) years, in working with children

preferred.

ADDITIONAL QUALIFICATIONS

PREFERRED: Six (6) earned semester hours in the area of Human Growth

and Development. Bilingual skills.

OR

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

(Certified) Teacher Assistant, — Head Start/Pre-K/Pre-School ESE (cont'd.) SBBC: OO-023 FL: 670

EXPERIENCE: Prior experience working with children preferred. A

minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children

preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED: Successful completion of the Teacher Assisting Curriculum

at the designated technical center technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate, is REQUIRED.

Computer skills as required for the position.

If additional hours of continuing education are mandated by program funding source they must be obtained within the required timeframe for continuing active employment in

the position.

PREFERRED: Six (6) earned semester hours in the area of Human Growth

and Development is preferred. Bilingual skills preferred.

OR

QUALIFICATIONS: B. HEADSTART AND NON-TITLE I SITES

Pay Grade 12 Teacher Assistant

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

ADDITIONAL REQUIREMENTS:

REQUIRED: Successful completion of the Teacher Assisting Curriculum

at the designated technical center in the Broward County School District is required. Computer skills as required for

the position.

If additional hours of continuing education are mandated by program funding source they must be obtained within the required timeframe for continuing active employment in

the position.

Pay Grade 13 - Certified Teacher Assistant

In addition, must achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate is REOUIRED.

----OR

EDUCATION: An earned Associates degree from an accredited institution

is required, OR at least 60 semester hours of earned college

credit from an accredited institution is required.

PREFERRED: Six (6) earned semester hours in the area of Human Growth

and Development is preferred. Bilingual skills preferred.

EXPERIENCE: Prior experience working with children preferred.

REPORTS TO: School Principal or designee

SUPERVISES: None

POSITION GOAL: To assist the Head Start, Pre-K, or Pre-School ESE Teacher

with the day-to-day classroom activities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The (Certified) Teacher Assistant, — Head Start/Pre-K/Pre-School ESE shall:

- 1. Have the ability to interact with students.
- 2. Assume responsibility for the safety and welfare of students.
- 3. Aid in implementing the programs developed by teachers to reach educational objectives.
- 4. Run office machines and utilize common clerical procedures needed in the classroom.
- 5. Utilize media center facilities employing a knowledge of the shelving system, running audiovisual equipment and such specialized equipment as might be part of the instructional program.
- 6. Prepare and use instructional materials and teaching aids.
- 7. Assist students with teacher planned activities.
- 8. Engage in general housekeeping activities.
- 9. construct specific items for tests and work sheets when provided with guidelines by the teacher.
- 10. Take an active role in helping the teacher plan instructional activities.
- 11. Follow up lessons presented by the teacher when provided with guidelines by the teacher.
- 12. Supervise small group discussions and activities.

- 13. Grade and record students' work under the direction of the teacher.
- 14. Tutor individual students under the direction of the teacher.
- 15. be—Responsible for the planning and implementation of some activities such as physical education, games, and library work.
- 16. Select specific supplementary materials for utilization in the instructional program.
- 17. Assist teachers in in-service training programs for other paraprofessionals.
- 18. Supervise and dine with the Head Start or Pre-K children during meal time.
- 19. If assigned to a Head Start/Pre-K/Pre-School ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:
 - a. Assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
 - b. Providing mobility assistance including lifting, positioning or transferring student.
 - c. Assisting with activities related to seizure control.
 - d. Assisting with feeding needs, which may include suctioning.
 - e. Assisting with adaptive equipment needs.
 - f. Providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.
- 20. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- 21. Participate successfully in the training programs offered to increase the individual's skills and proficiency related to the assignments job responsibilities..
- 22. Review current developments, literature and technical sources of information related to job responsibilityies.
- 23. Ensure adherence to good safety procedures.
- 24. Follow Federal and State laws, as well as School Board policies.
- 25. Perform other duties as assigned by the school principal and assistant principal or designee.

SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

On a daily basis works with assigned classroom teacher and classroom students to provide care and supervision to students. Frequently interacts with other personnel within assigned school in performing daily work routine. May periodically communicate on a limited basis with parents under the direction of assigned classroom teacher.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

-(Certified) Teacher Assistant, - Head Start/Pre-K/Pre-School ESE (cont'd.) SBBC: OO-023 FL: 670

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/18/87 Board Adopted: 7/26/05

Revised: 8/12/05

Board Adopted: 6/02/09



JOB DESCRIPTION

POSITION TITLE: (Certified) Classroom Assistant, — Instructional

K-12/Exceptional Student Education (ESE)

CONTRACT YEAR: Ten Months

PAY GRADE: 10 Classroom Assistant

OR

11 - Certified Classroom Assistant (Paraprofessional ESP Salary Schedule)

BARGAINING UNIT: Broward Teachers Union – Educational Support

Professionals (ESP)

MINIMUM-PREFERRED QUALIFICATIONS

A. TITLE I SITES

Pay Grade 11- Certified Classroom Assistant

EDUCATION: An earned Aassociate's degree from an accredited

institution is required, OR at least 60 semester hours of earned college credit from an accredited institution—is

required.

EXPERIENCE: Prior experience working with children preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED: The ability to interact and communicate effectively with

children. Computer skills required as needed for the

position.

PREFERRED: Bilingual skills

OR

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

EXPERIENCE:

Prior experience working with children preferred.

ADDITIONAL QUALIFICATIONS

AND

REQUIRED:

Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics coordinated through the School Board of Broward County's Title I department, to meet the mandated requirements of Public Law 107-110, No Child Left Behind Act of 2001 to demonstrate the ability to assist in reading/language instructing arts, writing. mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate, is required. ability to interact and communicate effectively with children. Computer skills required as needed for the position.

PREFERRED:

Bilingual skills

QUALIFICATIONS: B. NON-TITLE I SITES

Pay Grade 10 - Classroom Assistant

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

OR

Pay Grade 11- Certified Classroom Assistant

Classified as a Certified Classroom Assistant if, in addition to holding a standard high school diploma, official documentation of meeting the standards of highly qualified status is provided through evidence of one of the following:

- An earned Associates degree from an accredited institution, OR
- Accrue at least 60 semester hours of earned college credit from an accredited institution, OR
- Achieve a passing score on either the Para Pro Assessment Test, or other officially sanctioned standard tests which measure required reading and mathematics skills, as outlined above

AND

EXPERIENCE: Prior experience working with children preferred.

ADDITIONAL

REQUIREMENTS: The ability to interact and communicate effectively with

children. Bilingual skills preferred. Computer skills

required as needed for the position.

REPORTS TO: The School Principal or designee

SUPERVISES: None

POSITION GOAL: To provide the highest quality care and supervision to

students of the Broward County School System by providing classroom support to enhance the instructional

process.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The (Certified) Classroom Assistant, - Instructional K-12/Exceptional Student Education (ESE) shall:

- 1. Under teacher direction, provide classroom support by interacting with students to assist in maintaining the classroom atmosphere conducive to learning.
- 2. Under the direction of a teacher or administrator, assume responsibility for the safety and welfare of students by supervising and escorting students throughout the school, as required.
- 3. Under teacher direction, provide classroom support by providing aide in implementing the programs developed by teacher to reach educational objectives.
- 4. Provide classroom related clerical support, as required.
- 5. Provide teacher assistance when utilizing media center facilities by accessing shelved material, running of audio visual equipment and other assigned duties as might be part of the instructional program.
- 6. Prepare and use instructional materials and teaching aids under the direction of a certified teacher.
- 7. Under teacher direction, provide classroom support by assisting students with teacher planned activities.
- 8. Engage in general housekeeping activities to keep the classroom safe and free of obstructions.
- 9. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:
 - <u>a.</u> <u>Assisting with personal hygiene and restroom functions, which may include diapering or catheterization.</u>
 - <u>b.</u> <u>Providing mobility assistance including lifting, positioning or transferring student.</u>
 - <u>c.</u> <u>Assisting with activities related to seizure control.</u>

- <u>d.</u> Assisting with feeding needs, which may include suctioning.
- <u>e.</u> Assisting with adaptive equipment needs.
- <u>f.</u> <u>Providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.</u>
- 9.10. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- 10.11. Participate successfully in the training programs offered to increase the individual's skills and proficiency related to the assignments job responsibilities.
- 11.12. Review current developments, literature, and technical sources of information related to the job responsibilityies.
- 12.13. Ensure adherence to good safety procedures.
- 13.14. Follow Federal and State laws, as well as School Board policies.
- 14:15. Perform other duties as assigned by Principal or designee.

SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

On a daily basis works with assigned classroom teacher and classroom students to enhance the instructional process by providing assistance, care and supervision to students. Frequently interacts with other personnel within assigned school in performing daily work routine. On a limited basis, may periodically communicate with parents under the direction of assigned classroom teacher or administrator.

PHYSICAL REQUIREMENTS:

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

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 9/20/94 & Adopted: 10/18/94

Board Adopted: 12/16/03 Board Adopted: 7/26/05

Revised: 8/12/05

Board Adopted: 11/14/06

Board Adopted: 6/02/09

SBBC: OO-024

FL: 671



JOB DESCRIPTION

POSITION TITLE: (Certified) Classroom Assistant, Head Start/Pre-K/Pre-

School ESE

CONTRACT YEAR: Ten Months

PAY GRADE: 10 - Classroom Assistant

OR

11—Certified Classroom Assistant (Paraprofessional ESP Salary Schedule)

BARGAINING UNIT: Broward Teachers Union – Educational Support

Professionals (ESP)

PREFERRED QUALIFICATIONS

EDUCATION: An earned associate's degree from an accredited institution,

OR at least 60 semester hours of earned college credit from

an accredited institution.

EXPERIENCE: Prior experience working with children preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED: If additional hours of continuing education are mandated by

program funding source they must be obtained within the required timeframe for continuing active employment in

the position.

PREFERRED: Bilingual skills

OR

MINIMUM QUALIFICATIONS

A. TITLE I SITES - Pre-K/Pre-School ESE

Classroom Assistant - non-instructional activities only

Pay Grade 10

B. NON-TITLE I SITES and Head Start - ALL

locations

(Certified)-Classroom Assistant, — Head Start/Pre-K/Pre-School ESE (cont'd.) SBBC: OO-024

Classroom Assistant may assist in all teacher directed activities.

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

EXPERIENCE: Prior experience working with children preferred.

ADDITIONAL QUALIFICATIONS

REQUIRED:

Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. The ability to interact and communicate effectively with children. Computer skills required as needed for the position.

If additional hours of continuing education are mandated by program funding source they must be obtained within the required timeframe for continuing active employment in the position.

PREFERRED:

Bilingual skills preferred. Computer skills required as needed for the position.

-OR

ALL LOCATIONS

Pay Grade 11 - Certified Classroom Assistant

Classified as a Certified Classroom Assistant if, in addition to holding a standard high school diploma, official documentation of meeting the standards of highly qualified status is provided through evidence of one of the following:

- An earned Associates degree from an accredited institution, OR
- Accrue at least 60 semester hours of earned college credit from an accredited institution, OR
- Achieve a passing score on either the Para Pro Assessment Test, or other officially sanctioned standard tests, which measure required reading and mathematics skills, and are coordinated through the School Board of Broward County's Title I department, to meet the mandated requirements of Public Law 107-110, No Child Left Behind Act of 2001 to demonstrate the ability

(Certified) Classroom Assistant, — Head Start/Pre-K/Pre-School ESE (cont'd.) SBBC: OO-024 FL: 671

to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

-AND

REPORTS TO: School Principal or designee

SUPERVISES: None

POSITION GOAL: To ensure quality care and supervision to students in the

Head Start, Pre-K₇ or Pre-School ESE program by assisting the Head Start, Pre-K₇ or Pre-School ESE Teacher with the

day-to-day classroom activities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The (Certified) Classroom Assistant, — Head Start/Pre-K/ Pre-School ESE shall:

- 1. Aid the teacher by performing the following child care activities.
 - a. Assist in toilet and lavatory activities.
 - b. Assist in lunchroom activities and dine with Head Start, Pre-K, or Pre-School ESE children.
 - c. Assist in supervising transportation of children.
 - d. Aid children who become ill. (This is not to include regular clinic duty.)
 - e. Assist in supervising nap and rest periods.
 - f. Assist in ensuring classroom safety and welfare by providing care for children when teacher is not present for a period not to exceed ten minutes. (This is not to include substitute teaching.)
 - g. On a limited basis, communicate with parents under the direction of the assigned teacher or administrator.
 - h. Assist in fire drills.
 - i. Assist students with outer (inclement weather) clothing.
- 2. Aid the teacher with preparation of materials.
 - a. Assist in preparation of bulletin boards.
 - b. Assist in ordering classroom supplies.
 - c. Check out and operate audiovisual equipment.
 - d. Prepare and repair instructional materials.
 - e. Locate and obtain classroom materials.
 - f. Assist in constructing teaching aids.
 - g. Prepare and draw transparencies.
 - h. Prepare games and puzzles.
 - i. Distribute and collect materials.
- 3. Aid the teacher with the following responsibilities:
 - a. Keep attendance records.
 - b. Collect records monies.
 - c. Assist in recording non-confidential information on students' cumulative folders and report cards.

- d. Keep students' health records up to date.
- e. Prepare student data for standardized tests.
- f. Help process, including inventory, new books and materials.
- g. Assist in scoring and checking students' work.
- h. Maintain filing system of students' work.
- i. Keep record of assignments for make-up work.
- 4. Aid with the following non-instructional teacher-directed activities
 - a. Under the direction of a teacher or administrator, assist students with creative projects by providing motor skills assistance, as needed, to ensure safety utilizing the tools required to participate in the project.
 - b. Under the direction of a teacher or administrator, assist students with assemblies and plays.
 - c. Under the direction of a teacher or administrator, assist in supervising recreational activities.
- 5. If assigned to a Head Start/Pre-K/ Pre-School ESE classroom with ESE students, may provide assistance, as required, with activities of daily living which may include any or all of the following by:
 - a. Assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
 - b. Providing mobility assistance including lifting, positioning or transferring student.
 - c. Assisting with activities related to seizure control.
 - d. Assisting with feeding needs, which may include suctioning.
 - e. Assisting with adaptive equipment needs.
 - f. Providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.
- 6. Certified Classroom Assistants may Assist with instructional teacher-directed activities, which support the instructional process and use instructional material/teaching aids to assist students in the learning process.
- 7. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- 8. Participate successfully in the training programs offered to increase enhance the individual's skills and proficiency related to the assignments job responsibilities.
- 9. Review current developments, literature and technical sources of information related to job responsibilit<u>yies</u>.
- 10. Ensure adherence to good safety procedures.
- 11. Follow Federal and State laws, as well as School Board policies.
- 12. Perform other duties as assigned by the teacher/school principal and/or assistant principal or designee.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

On a daily basis works with assigned classroom teacher and classroom students to provide care and supervision to students. Frequently interacts with other personnel within assigned school in performing daily work routine. On a limited basis, may periodically communicate with parents under the direction of assigned classroom teacher or administrator.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/18/87 Board Adopted: 12/16/03 Board Adopted: 7/26/05 Board Adopted: 6/02/09