

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Teacher Aide - Instructional
CONTRACT YEAR:	Ten Months
PAY GRADE:	10 (Paraprofessional Salary Schedule)

QUALIFICATIONS: A. TITLE I SITES

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.

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.

OR

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 REQUIREMENTS: Completion of the 450 hours of the Teacher Assisting Curriculum at the designated technical center in the Broward County School District and Requires meeting a rigorous standard of quality by achieving, at a minimum, a passing score on either the Para Pro Assessment Test or the tests developed by the American Federation of Teachers (AFT), 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.

The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

~~*Educational requirements for Title I Sites must be obtained on or before June 30, 2006 for current employees to retain a position at a Title I Site to meet the mandated requirements of Public Law 107-110, No Child Left Behind Act of 2001.~~

QUALIFICATIONS:

B. NON-TITLE I SITES

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 REQUIREMENTS:

The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

REPORTS TO:

The 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 Teacher Aide - Instructional 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. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
10. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
11. review current developments, literature and technical sources of information related to job responsibility.
12. ensure adherence to good safety procedures.
13. follow Federal and State laws, as well as School Board policies.
14. 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.

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Teacher Aide - Instructional - Exceptional Student Education (ESE)
CONTRACT YEAR:	Ten Months
PAY GRADE:	10 (Paraprofessional Salary Schedule)

QUALIFICATIONS: **A. TITLE I SITES**

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.

EXPERIENCE: One year experience working with children OR successful completion of the forty (40) hour child care certification training program available through BCC or NSU.

ADDITIONAL REQUIREMENTS: The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

~~*Educational requirements for Title I Sites must be obtained on or before June 30, 2006 for current employees to retain a position at a Title I Site to meet the mandated requirements of Public Law 107-110, No Child Left Behind Act of 2001.~~

OR

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

EXPERIENCE: One year experience working with children OR successful completion of the forty (40) hour child care certification training program available through BCC or NSU.

ADDITIONAL REQUIREMENTS: ~~Completion of the 450 hours of the Teacher Assisting Curriculum at the designated technical center in the Broward County School District and Requires meeting a~~

rigorous standard of quality by achieving, at a minimum, a passing score on either the Para Pro Assessment Test or the tests developed by the American Federation of Teachers (AFT), 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.

The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

~~*Educational requirements for Title I Sites must be obtained on or before June 30, 2006 for current employees to retain a position at a Title I Site to meet the mandated requirements of Public Law 107-110, No Child Left Behind Act of 2001.~~

QUALIFICATIONS:

B. NON-TITLE I SITES

EDUCATION:

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

EXPERIENCE:

One year experience working with children OR successful completion of the forty (40) hour child care certification training program available through BCC or NSU.

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 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 of an individualized program of education.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Teacher Aide - Instructional – Exceptional Student Education (ESE) shall:

1. aid student(s) requiring support in 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.
2. under teacher direction, provide classroom support by interacting with students to assist in maintaining the classroom atmosphere conducive to learning.
3. 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.
4. under teacher direction, provide classroom support by providing aide in implementing the programs developed by the teacher to reach educational objectives.
5. provide classroom related clerical support, as required.
6. 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.
7. prepare and use instructional materials and teaching aids under the direction of a certified teacher.
8. under teacher direction, provide classroom support by assisting students with teacher planned activities.
9. engage in general housekeeping activities to keep the classroom safe and free of obstructions.
10. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
11. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
12. review current developments, literature and technical sources of information related to job responsibility.
13. ensure adherence to good safety procedures.
14. follow Federal and State laws, as well as School Board policies.
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:

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 Adopted: 7/26/05

Revised: 8/12/05

Revised: 10/14/05