

**ORANGE COUNTY SCHOOL DISTRICT
CLASS DESCRIPTION**

POSITION TITLE: PROGRAM ASSISTANT - BASIC - CERTIFIED

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to provide staff support in an assigned school program, performing paraprofessional work in assisting teachers and students. Such programs include, but are not necessarily limited to, in-school suspension, juvenile detention, bilingual education, job placement, health screening, environmental education, and vocational/technical training. Position provides support in the assigned functional program area by monitoring student behavior, generating and maintaining records and reports, providing instruction and assistance, communicating with parents and staff, and enforcing codes of conduct. Incumbents work with students both individually and in-groups as directed by assigned supervisor. Essential functions as outlined herein are performed according to the functional program of assignment. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Provides assistance and support in an assigned functional program, i.e., in-school suspension, juvenile detention, bilingual education, health screening, job placement, environmental education, vocational/technical training.

Performs a wide variety of routine to moderately complex administrative support duties as applicable to assigned program, i.e., maintaining attendance and student records, printing and distributing reports, scoring examinations, filing documentation and materials, answering telephone inquiries.

Monitors activities and behavior of students during program activities to ensure the physical and environmental safe keeping of students, as well as adherence to appropriate conduct and disciplinary controls.

Assists teachers (or supervisors) with development and implementation of program curriculum, i.e., vocational and/or technical training, examination administration, environmental study, and behavior modification.

Maintains and properly stores equipment, supplies and materials, as applicable to the assigned program, i.e., curriculum materials, examinations, student records, media and text materials, environmental laboratory supplies.

Provides explanation, example and instruction to students consistent with the assigned program, reinforces skills according to individual student needs or as directed by supervisor.

Performs recruitment activities as applicable to assigned program, i.e., potential employers, parental involvement, community agencies, community resources, student participation, and family eligibility.

Assesses exceptional student skills and employability for the purpose of identifying job placement potential; assists with job placement coordination and transition.

Assists teachers (or supervisors) in checking and objectively evaluating students' performance or progress; teaches students individually and in groups reinforcing skills based upon instructional guidelines.

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Establishes and maintains effective communications and working relationships with various entities applicable to assigned program, i.e., district administrators, school staff, students, parents, community agencies, community employers.

Responsible for keeping up to date on current technology, as job appropriate, being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree or higher; or at least sixty (60) semester hours from an accredited institution of higher education (official transcripts required to validate education)* supplemented by a minimum of three (3) years progressively knowledgeable and responsible experience applicable to the assigned functional program (i.e., in-school suspension, juvenile detention, bilingual education, health screening, job placement, environmental education, and vocational/technical training), with demonstrated administrative support skills and ability to effectively communicate program goals and objectives.

All applicants for this position must be highly qualified prior to the start of their employment with Orange County Public Schools. The district will no longer permit non-certified program assistant, certified, job applicants to obtain highly-qualified status by attending the Educational Paraprofessional Academy. Passing a third-party provided paraprofessional certification exam (e.g., ParaPro Assessment) can substitute for the educational requirement. For information about the ParaPro Assessment visit www.ets.org/parapro.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of leadership, persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of modern office and computer equipment and related peripherals.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; may require ability to calculate decimals and percentages depending on functional program of assignment.

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Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Depending on program of assignment, tasks may present potential for exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, animals/wildlife, or violence.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.