

**ORANGE COUNTY SCHOOL DISTRICT
CLASS DESCRIPTION**

POSITION TITLE: PROGRAM MONITOR, CERTIFIED

GENERAL DESCRIPTION OF DUTIES

Under general supervision, 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, physical education, computer laboratories, and media centers. Position provides support in the assigned functional program area by monitoring student behavior, providing assistance, overseeing safety and welfare, and contributing to individual self-esteem. Incumbents work with children individually or in small 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 to assigned teacher or supervisor in an assigned functional program, i.e., physical education, computer laboratories, media centers.

Introduces school age students to program experiences for the purpose of increasing knowledge, skills and abilities, i.e., sportsmanship, athletic skills, technology and computer skills, media research skills.

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.

Maintains and properly stores program equipment, supplies and materials, i.e., athletic equipment, locker room supplies, hardware, software, media and text materials.

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

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

Assists in managing student behavior and maintaining order; reinforces rules of the school and classroom.

Performs monitoring duties as applicable to assigned functional program, such as in hallways, locker rooms or restrooms; ensures appropriate student conduct during classroom transitions.

Performs routine data entry or records maintenance when applicable to assigned program or as directed; prints records and reports, and files or distributes such accordingly.

Monitors and tracks student attendance; records grades; assists with examination activities; provides input to teachers concerning student grades.

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.

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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 (transcripts required to validate education)* supplemented by one (1) year to two (2) years progressively knowledgeable and responsible experience applicable to the assigned functional program (i.e., physical education, computer laboratory, media center); official transcript required to validate all aforementioned education; ability to fulfill the dexterity and physical requirements of the work, and effectively attend to the needs of school-age children.

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 Monitor, 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 review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of 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.

Functional Reasoning: Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

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Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

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: During physical education activities, tasks may present potential for exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, and temperature and noise extremes.

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.