

HAMILTON SCHOOL BOARD
Notice of Non-Instructional Position Opening

January 30, 2018
Date

POSITION Education Paraprofessional (Pre-K)

SALARY RANGE \$16,248.00 - \$22,718.00

DUTIES Per attached job description.

EXPERIENCE PREFERRED Prior experience working with school-aged children; Possess basic. English and mathematics skills; Basic technology skills; Ability to perform clerical tasks and knowledge and operation of office and audio-visual equipment.

EDUCATION PREFERRED An AA degree or the equivalent of

EFFECTIVE DATE OF VACANCY December 8, 2017

DIRECTION FOR FILING APPLICATION File application on FastTrack on-line application system at www.hamiltonfl.com.

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.





Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

SCHOOL DISTRICT OF HAMILTON COUNTY

ESE PARAPROFESSIONAL/HEALTH AIDE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) AA Degree or equivalent.
- (2) Computer proficiency preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Computer data entry experience preferred.
- Ability to obtain and maintain certification in district-approved verbal diffusion/physical intervention procedures.
- Ability to understand physical, health, and emotional behaviors and challenges of students with exceptionalities.
- Certification in First Aid, CPR, medication administration, and student specific training.
- Ability to fulfill the dexterity and physical requirements of the work.

REPORTS TO:

Teacher/Principal

JOB GOAL

To assist exceptional education teachers and other school personnel with completing instructional, behavioral, clerical, health and other professional duties.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. *Provide instructional, vocational and developmental assistance to students with exceptionalities under the supervision of a certified professional.
2. *Assist with the preparation and implementation of learning activities.
3. *Maintain accurate and complete records of students' activities and behaviors, which may require the use of a computer to enter student data, complete forms, schedules and reports.
4. *Assist with the implementation of behavioral support plans including monitoring and charting of behavior, reinforcement procedures and preventative strategies.
5. *Provide assistance in the learning area in dealing with behavioral problems by applying verbal diffusion and/or physical restraints as needed per district-approved procedures.
6. *Respond to requests for crisis intervention under the direction of certified personnel.
7. *Care for students with special health needs according to an individual health care plan.

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8. *Perform individual or group health related procedures following measures designed to maintain the health and well being of students during school hours. These tasks may include documented training of the ability to perform procedures such as catheterizing, gastric tube feeding, oxygen administration, specimen collection, health monitoring and observation, health care treatment and procedures, interventions for chronic health conditions, grooming, diaper changing, including assisting students in and out of therapy equipment. These personal health care tasks will be under the direction of a registered nurse and physical therapist, as appropriate.
9. *Make appropriate referrals to teacher, guidance counselor and/or school board nurse.
10. *Perform clerical duties related to Health Services.
11. *Maintain accurate health records for students including requested documentation of specialized student services in accordance with established purposes of the Medicaid School Match Program and/or SCPS Student Health Services Manual.
12. *Administer medication to students if designated to do so by the Principal and then only after successful completion of the appropriate training required by Florida law (F.S. 232.46). This may include the administration of emergency medication by injection and/or suppository.
13. *Maintain knowledge of blood-borne pathogens and practice Universal Precautions to ensure optimal communicable disease control in the school classroom setting.
14. *Attend and pass medication administration and student specific training.
15. *Attend in-services designed to increase knowledge of current Health Services policies and protocol.
16. *Observe confidentiality of student records at all times.
17. *Obtain and maintain certification in first aid, CPR, medication administration and student specific training.
18. *Ability to lift medical equipment, supplies, records and/or provide assistance to students who are immobile.
19. *Supervise students in bus areas, classroom, lunchroom, play areas, study time and in other assigned areas.
20. *Assist with physically transferring students from wheelchairs, mats, positioning tables, toilets, lifts or other positioning equipment.
21. *Assist students with gross and fine motor activities such as grasping, holding objects, posture, crawling, walking and running as appropriate to their Individual Education Plan (IEP).
22. *Assist with the supervision of students during field trips, as assigned by the Principal and/or Designee.
23. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

PHYSICAL REQUIREMENTS:

Maybe medium or heavy work depending on the particular assignment. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES:

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.

Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS:

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

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.

EVALUATION:

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