

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### PARAPROFESSIONAL AIDE III - POOL AIDE

**SALARY SCHEDULE: SSP-7**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School diploma
- (2) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test
- (3) Must be able to communicate effectively.
- (4) American Red Cross Water Safety Instructor Certified (Must be renewed/updated every 2 years).
- (5) Certified in CPR and First Aid (Must be renewed every 2 years).

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

**REPORTS TO:**

Principal or Designee

**JOB GOAL**

To perform routine tasks independently as assigned under the direction of a certified staff member.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in the supervision of students as assigned.
- \* (2) Perform clerical duties as assigned.
- \* (3) Assist in creating a safe learning environment.
- \* (4) Implement classroom activities as directed.
- \* (5) Assist staff members with behavioral management.
- \* (6) Assist with the development of instructional materials.
- \* (7) Assist with the preparation of accurate records and reports.
- \* (8) Assist with assessing student progress.
- \* (9) Communicate effectively with staff and parents.
- \* (10) Use specialized equipment as required.
- \* (11) Intervene, when appropriate, to situations concerning discipline of students.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
- \* (13) Provide for a safe and secure workplace.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Maintain positive relationships with staff and vendors.
- \* (18) Participate in workshops and training sessions as required.
- \* (19) Keep supervisor informed of potential problems or unusual events.

**PARAPROFESSIONAL AIDE III (Continued)**

- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Follow all School Board policies, rules and regulations.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- (24) Must be willing to work in the pool, if needed, with students while wearing appropriate attire.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**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 District.

**EVALUATION:**

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

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities