

**JOB TITLE            PARAPROFESSIONAL (SOCIAL SERVICES)**

**JOB DESCRIPTION:**

This employee is responsible for promoting understanding and cooperation between parents and the school/program staff. This employee is also responsible to assist in the maintenance of an outreach and delivery system which insures the enrollment of eligible children and appropriate social services for their children.

**SOLE RESPONSIBILITY FOR THE SUPERVISION OF PUPILS SHOULD NOT BE ASSIGNED TO PARAPROFESSIONALS; THEY SHOULD WORK UNDER THE SUPERVISION OF A MEMBER OR MEMBERS OF THE INSTRUCTIONAL OR ADMINISTRATIVE STAFF AT ALL TIMES.**

Duties of this position include but are not limited to:

1. Helping interpret the school program to parents through personal contact, written communications, and home visits.
2. Performing routine tasks involving data collecting, interviews with parents for purposes of assessing personal needs, community needs, and ideas for parent group meetings.
3. Implementing and monitoring effective social services available to families served by the school program.
4. Assessing community needs.
5. Assisting parents in filling out forms such as applications, social or medical history forms, legal documents, etc.
6. Referring cases needing special services.
7. Maintaining contact with other service agencies to assure delivery of needed services.
8. Maintaining record-keeping systems for social services.
9. Following-up each situation receiving services to insure that services have been properly understood and used.
10. Assisting with the parent group activities through recruitment, contacts designed to help maintain parent interest, and other tasks related to parent involvement.
11. Providing transportation for children and their families to various community and state agencies such as clinics and diagnostic centers.
12. Performing other duties as deemed necessary and appropriate for school/program operations.

**REQUIRED QUALIFICATIONS**

1. At least 18 years of age.
2. High school graduate or equivalent (SACS requirement).
3. Ability to relate to children.
4. Ability to communicate well in oral and written form.
5. Automobile, valid insurance coverage, and valid Florida driver's license.
6. Demonstrated record of safe driving.
7. Experience in working with children, schools, and agencies.
8. Initial health examination that includes screening for tuberculosis to assure no