

JOB TITLE: PARAPROFESSIONAL (TRANSITION ASSISTANT)

JOB DESCRIPTION:

This employee is responsible for assisting at the site and is also responsible for material preparation and clerical tasks.

Duties of this position may include but are not limited to:

1. Monitoring students at job and/or job training/evaluation sites on and off campus at which an instructional staff member is not present.
2. Developing a thorough knowledge of jobs and/or training programs in which students will be placed and physically performing all tasks prior to and concurring with placement, if needed.
3. Acquiring background information, current known academic levels and limitations of students.
4. Identifying potential job placements, meeting with employees at the site prior to student placement, and matching students with employees for optimum success.
5. Maintaining ongoing contact with employees and student trainees at the site after student placement to confer regarding student performance.
6. Collecting and recording information and making observations of students which will assist in evaluations.
7. Implementing behavioral management procedures.
8. Assisting in the presentation and distribution of the evaluation results to the student, teacher and other authorized recipients.
9. Coordinating job shadowing and student visits to post-secondary schools.
10. Providing assistance with applications, financial aid, and disabilities services for postsecondary schools.
11. Conducting Senior Transition Interviews.
12. Reporting to the supervising teacher on a regular basis.
13. Monitoring student attendance and punctuality.
14. Assisting the supervising teacher with clerical duties.
15. Assisting with collection of materials and equipment as needed.
16. Continuing professional growth through meetings, attending workshops, visiting related facilities, reading related literature and exchanging ideas with other staff members.
17. Assisting with coordinating student transportation; which may include riding the bus, helping load and unload students or transporting student(s).
18. Assisting students with self care needs if necessary.
19. Providing assistance to students as needed.
20. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. At least 18 years of age.
2. High school graduate or equivalent (SACS requirement).
3. Ability to relate to students and adults.
4. Appropriate, valid Florida driver's license for vehicle(s) driven.

DESIRED QUALIFICATIONS:

1. College training in area.
2. Previous experience with ESE students.