

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PARAPROFESSIONAL - DEAF/HARD OF HEARING
--

Required Qualifications:

- A.A. Degree, sixty (60) college credits or a passing score on the ParaPro Assessment Exam
- Experience with deaf/hard of hearing population
- Training in manual communication skills (signing)

Desired Qualifications:

- College training in area
- Word processing and audiovisual skills
- Educational Interpreter Evaluation (EIE) level or Quality Assurance (QA) level

Performance Responsibilities:

- Supervise pupils while they are on the school grounds, this would include duty before school, during school and during intermission periods
- Assist students with bodily function needs
- Conduct practice exercises that have been assigned by the teacher (i.e., listening to students read, assist students with seat work or classroom drill)
- Assist students with note-taking skills when necessary
- Ride bus and assist with loading and unloading of students at home and school as needed
- Assemble and arrange materials on bulletin boards, and continue to maintain displays with current materials
- Assemble, adjust and maintain equipment used in the instructional program including hearing aids and Frequency Modulation (FM) systems
- Collect and prepare materials used in presenting units of work to include picture collections, science specimens, library materials and audio-visual materials
- Operate audio-visual equipment to include preparing the room, obtaining the equipment and returning the equipment to storage
- Gather and record student data
- Complete lunch and attendance reports
- Assist teacher with general clerical and housekeeping activities
- Attend workshops to improve skills necessary to deal with students in the hearing impaired program
- Follow required policies in regard to matters of confidentiality concerning personal information about students
- Perform other duties as assigned by the Director of Exceptional Student Education, principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education, principal and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level H

Job Code:

52050

Board Approved: 06/13/00

Revised: 12/13/05, 01/20/09, 05/17/11, 09/06/11, 10/10/23, 11/14/23