

**Leon County Public Schools  
Classification Specification**

Salary Grade 30

**Summary Information:**

**Classification Title:** Instructional Paraprofessional

**Date Prepared:** 04/2003

**FLSA Status:** Non-Exempt

**Typical Decisions and Recommendations Provided to Others:**

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

**Activity Identification**

Activity Name		
750	Instructional Support	Provides direct instructional support and care-giving services (i.e., medical) under supervision of teachers and staff.
751	Instructional Delivery	Adapts instructional programs to fit individual needs of students, i.e., use of array of instructional aids and equipment.
752	Support Supervision for Students	Assists teachers in supervising students in non-classroom settings such as lunchroom, playground supervision, and bus arrival, dismissal.
753	Clerical Support	Provides direct assistance in preparation of classroom materials, assists in classroom arrangement and general clerical tasks.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
271	Library Service	Assist students and administrators in finding library materials, assist during library orientation, and assist with overdue books.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
224	Medication Administration	Supervision and administration of students' medications. Procurement of forms, required labeling and delivery.
754	Managing Annual Reviews	Assists in monitoring compliance with IEPs and other student management systems.
757	Student Progress Reporting	Participates in meetings and assists teachers in communicating student progress to parents, school and/or District staff.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.

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**Activity Name (cont.)**

225	Health Education	Assistance to students and staff in health education. Keep bulletin board and pamphlets updated.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

<b>Education/Experience:</b>	A.A. Degree or two years of study at an institution of higher education to include at least 60 semester hours of college credit; or Passed a rigorous examination (i.e., ETS, FEA) demonstrating knowledge and ability to assist in instructing reading, writing and mathematics.
<b>Supervisory Responsibility:</b>	None
<b>Type of Supervision:</b>	N/A
<b>Effective Date:</b>	07/01/2003