

## **FL Metropolitan Transitional Academy**

Job Description Title: Paraprofessional(s)

Qualifications: Some college, or equivalent level of study sufficient to show competency in tasks assigned. High School or GED equivalent. Prior work experience, good interpersonal skills, emotional and physical stamina and the ability to handle daily work load requirements. Level of computer literacy and willing to learn and develop skills in new technologies and areas. Some experience working with students preferred. Level II Background Clearance required.

### Job Description:

1. Will assist the teacher or teachers assigned to effectively and in a timely manner to enhance the efforts of the Academy. Will have a working, functional relationship with the teacher(s) assigned to and a direct reporting relationship to the Principal and the Executive Director.
2. Must be able to work with individual students in a mentoring and/or tutoring capacity.
3. Demonstrate basic communication skills.
4. Treat all students, parents, and other co-workers with dignity and respect while assisting students to become aware of their roles as an integral member of the Academy.
5. Demonstrate basic working knowledge of available instructional materials and the latest teaching techniques.
6. Provide assistance to students and families in the computer lab environment.
7. Maintain high ethical and professional integrity.
8. Other duties as assigned by the Executive Director or Principal.