

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

ASSOCIATION OF EDUCATIONAL SECRETARIES AND OFFICE PROFESSIONALS

Paraprofessional I

PERFORMANCE FACTOR	PERFORMANCE CRITERIA
<p>1. Job Knowledge</p> <p><i>Performs job responsibilities with methods, techniques, and skills required of position</i></p>	<p>Demonstrates knowledge of where to obtain job-related information</p> <p>Assists students in individualized and small group instruction, under the direction of the assigned teacher(s)</p> <p>Assists students in using materials and equipment, under the direction of the assigned teacher</p> <p>Performs general clerical work in assisting assigned teacher(s) by maintaining student records, preparing and distributing teaching materials, and grading student assignments</p> <p>Assists in the storage, disbursement and inventory of materials and supplies</p> <p>Works closely with the principal/designee to foster a better understanding of the goals of the School District</p> <p>Actively engages and motivates students at appropriate developmental levels</p> <p>Adheres to policies and procedures related to job responsibilities</p> <p>Demonstrates knowledge of job-related technology skills</p> <p>Maintains professionalism regarding school affairs</p> <p>Maintains the confidentiality of records/information</p> <p>Demonstrates proper use of information, procedures, materials, equipment and techniques required for current job</p>

2. Self Motivation	
<i>Strives to succeed</i>	<p>Participates in inservice training and/or continuing education programs</p> <p>Seeks to continuously develop job skills</p> <p>Demonstrates self-starting ability, resourcefulness, and creativity</p>
<i>Stretches personal resources</i>	<p>Uses talents and skills to enhance the school organization</p> <p>Displays the willingness to accept new job-related responsibilities</p>
<i>Builds on strengths and works on deficiencies</i>	<p>Accepts constructive criticism and seeks to improve</p> <p>Develops identified areas of strength</p> <p>Seeks assistance and/or additional training as required</p>
3. Self Management	
<i>Personally well organized</i>	<p>Demonstrates the ability to organize activities to achieve goals</p> <p>Prioritizes tasks aligned with meeting goals</p> <p>Organizes, plans, and works diligently to meet job needs</p>
<i>Utilizes time effectively</i>	<p>Accomplishes the required amount of work within the established timeframe</p>
<i>Takes independent action</i>	<p>Analyzes problems; uses logic and good judgment to reach solutions</p> <p>Provides accurate, thorough, professional work regularly without close supervision</p>
4. Adaptability to Change	
<i>Possesses the ability to react to and compensate for necessary changes in operations</i>	<p>Handles varying work demands</p> <p>Learns and adjusts well to new methods, conditions, and changes</p>
5. Interpersonal Effectiveness	

<p><i>Maintains effective working relationships with associates/students</i></p>	<p>Cooperates with others to facilitate school/department goals</p> <p>Actively supports an environment where all individuals are treated respectfully and fairly</p> <p>Demonstrates a responsible commitment to the School District's equity and diversity objectives</p> <p>Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement</p> <p>Contributes to an efficient and effective workplace through teamwork</p> <p>Encourages open communication at all levels</p> <p>Demonstrates an understanding of diverse cultures and utilizes that knowledge to insure that all individuals are treated equitably</p>
<p><i>Handles conflict well</i></p>	<p>Handles difficult situations with tact and diplomacy</p>
<p><i>Presents ideas effectively</i></p>	<p>Displays ability to communicate with the school administrators, teachers, co-workers, and the public in a positive helpful and informative manner</p>
<p>6. Written and/or Oral Assignments</p>	
<p><i>Follows directions easily and effectively</i></p>	<p>Performs bus, lunchroom and playground responsibilities as assigned by the teacher(s)</p> <p>Performs other related duties as assigned</p> <p>Communicates knowledge clearly, accurately and thoroughly</p> <p>Clearly and positively communicates thoughts and ideas</p> <p>Listens attentively and responds appropriately</p> <p>Seeks immediate clarification of tasks as needed</p>
<p><i>Completes assignments on time and in</i></p>	<p>Quality of work shows accuracy, completeness,</p>

<i>compliance with directions given</i>	neatness, and effectiveness of work performed
7. Attendance	Does not abuse or misuse sick leave
8. Punctuality	Arrives promptly and departs no earlier than designated time
9. Additional Factors	
Appearance	Presents a neat, well-groomed and professional image
Safety	Regularly attentive to safety and health regulations