

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TEACHER AIDE, INTERNSHIP

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Computer proficiency.
- (3) Two years of college **or** a Passing score on the ParaPro Test.
- (4) Final Internship in the Para to Pro program with Saint Leo University.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

#### REPORTS TO:

Supervising Teacher / Principal / Professor

#### JOB GOAL

To complete the requirements of the final internship for the Para to Pro Program at Saint Leo University.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- 1) Must comply with all internship responsibilities and requirements outlined in the MOU between Saint Leo University and the School Board of Levy County as an intern in the educational program.
- 2) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 10**  
**Group 3 of the ESP Salary Schedule**  
**DOE Job Code 51108**

**Board Approved 12/14/2021**