



South Florida Autism Charter Schools, Inc.

A Title I – Tuition Free Public Charter School

Job Posting: Paraprofessional Aide

SFACS is hiring full-time Paraprofessional Aides for the following locations:

- 3751 West 108 Street, Hialeah, FL 33018
- 18050 Homestead Avenue, Hialeah, FL 33157

Paraprofessional (Full-time / Hourly)

- Contract dates are August 7, 2024 through June 5, 2025
- Schedule is 7:30 a.m. to 3:00 p.m. (Instructional Days only)
- \$16 per hour
- Does not include Benefits and Paid Time Off

Job Requirements:

- High School Diploma is required; Associate Degree preferred; Bachelor's degree is a plus.
- For all positions, prior experience working in the public school system, working children with disabilities, and/or Applied Behavior Analysis is preferred.
- Background screening required through Miami-Dade County Public Schools (cannot begin working without background screening); valid social security card is required. Fingerprint fee is \$65, paid by applicant at screening facility; Drug screening fee is \$35, fee paid by applicant to SFACS.
- Paraprofessionals are required to attend Staff Orientation at the beginning of the school year; personnel hired after August will need to attend Staff Orientation at a time designated by School Principal.
- Professional Development:
 - Paraprofessionals are required to be present for four (4) staff trainings; they will be held on Saturday mornings; Staff training is not compensated.
 - Additional district trainings may be required, including the Youth Mental Health & First Aid.
- Community Service Requirement: Paraprofessionals are required to volunteer at the following events:
 - SFACS Walk on April 19, 2025
 - Two additional events

Our Mission

South Florida Autism Charter School provides education and therapeutic services to individuals diagnosed with autism spectrum disorders (ASD) residing in Miami-Dade/Broward Counties, targeting with communication deficits and/or behavioral challenges, and who may require training in self-help skills. The methodologies of B.F. Skinner's Theory of Applied Behavioral Analysis (ABA) and Verbal Behavior (VB) are applied in conjunction with State Standards for students on a modified curriculum in order to provide the most effective individualized educational programs possible.

To apply, send your resume to sleon@sfacs.org

3751 West 108 Street * Hialeah, Florida 33018

Phone: (305) 823-2700 * Fax: (305) 823-2705 * www.sfacs.org

Accessibility accommodations and translation services will be provided upon request.

Se proporcionarán ajustes de accesibilidad y servicios de traducción a su petición.

Nou ap bay sèvis akomodasyon pou aksesibilite ak tradiksyon lè w mande.

Job Description:
Paraprofessional Aide

GENERAL JOB DESCRIPTION (ALL STAFF): SFACS employees are assigned to specific exceptional students to enable those students to access the education program by using appropriate behavior management techniques and professional methods and practices associated with the needs of the students. Work is performed under close supervision of a certified teacher or professional support staff and is subject to specific, detailed instruction. This work requires the following physical activities: climbing, bending, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, perilous behavioral incidents and atmospheric conditions. The works is performed indoors and outdoors.

OCCUPATIONAL SUMMARY: Reports to and works with the classroom Lead Teacher. Responsible for assisting the classroom Lead Teacher with the general supervision and management of the class.

JOB TASKS / RESPONSIBILITIES:

- Assist in planning and implementing the daily program under the direction f the Lead Teacher, which includes lesson plans.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervise the classroom when the Lead Teacher is out of the room.
- Help with the general housekeeping tasks.
- Assist the Lead Teacher in other ways as directed.
- Participate in professional organizations that work for the improvement of early childhood education.
- Supervise all student activities to ensure safety at all times.
- Report to Lead Teacher any problem which may occur with the students; observe, record, and report on the behavior of individual students as assigned.
- Help to maintain a neat and organized classroom.
- Help students establish good habits of personal hygiene; change diapers and assist with toilet training as needed; may assist in feeding and dressing as needed.
- Assist in maintaining a clean and neat classroom; collect garbage daily and put it outside classroom door.
- Comply with policies and procedures as stated in the Employee Handbook, including maintaining professionalism at all times.
- Job description, job duties, and/or classroom is subject to change throughout the school year.
- Perform related duties of an instructional or clerical nature, as directed.
- Attend all staff meetings and recommended training programs and conferences.\
- Participate in other events, or execute other duties, as directed by School Principal

Dress Code:

- Tops: SFACS Polo (sold in front office)
- Bottoms: black, grey, khaki or navy pants or slacks. No jeans, athletic wear, leggings, cargo pants.
- Shoes: Closed toe shoes, uniform colors. No crocs or sandals.
- Outerwear: SFACS Jacket, or black, white or grey open-front jacket or sweater. No hoodies.