

JOB TITLE: Paraprofessional

REPORTS TO: Teacher and Principal

JOB SUMMARY: To assist the teacher and/or other school personnel by performing assigned tasks.

SUPERVISES: N/A

QUALIFICATIONS:

- **Educational Level:** Associated Degree or higher or sixty semester hours of college credit from an accredited educational institution or passing score on the Paraprofessional Assessment (Georgia Assessments for the Certification of Educators) to meet the No Child Left Behind (NCLB) requirements.
- **Certification/License Required:**
 - Valid Paraprofessional Certificate issued by Georgia Professional Standards Commission.
 - Training and experience in working with children.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to relate and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and Mathematic skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to be flexible. Ability to maintain confidentiality.

PRIMARY JOB RESPONSIBILITIES:

1. Assists the teacher(s) in preparing materials and equipment for direct instructional activities, including locating, copying, collating, distributing and/or grouping materials to support instructional activities pre-planned by the teacher.
2. Examines short and long term unit plans prepared by the teacher and anticipates the need for specific supplies and materials.
3. Follows appropriate training and leads small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
4. Assists the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
5. Maintains a clean and orderly environment for students.
6. Assists with computer instruction in the classroom.

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7. Provides student supervision as assigned.
8. Assists in maintaining the security of records, materials and equipment.
9. Assists the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
10. Assists in assessing student progress as directed, including proctoring the administration of tests, grading papers and maintaining confidential records.
11. Provides instructional assistance as planned or coordinated by the teacher.
12. Performs assigned clerical and bookkeeping duties.
13. Communicates effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
14. Follows attendance, punctuality, and proper dress rules.
15. Ensures adherence to good safety standards.
16. Maintains confidentiality regarding school/workplace matters.
17. Models and maintains high ethical standards.
18. Demonstrates initiatives in the performance of assigned responsibilities.
19. Maintains expertise in assigned area to fulfill project goals and objectives.
20. Attends and participates successfully in training sessions/programs, staff development activities, and regular meetings offered to increase skill and proficiency related to assignment.
21. Keeps supervisor informed of potential problems or unusual events.
22. Responds to inquiries and concerns in a timely manner.
23. Serves on school/system committees as required or appropriate.
24. Exhibits interpersonal skills to work as an effective team member.
25. Demonstrates support for the school system and its goals and priorities.
26. Demonstrates initiative in identifying potential problems or opportunities for improvement.
27. Prepares all required reports and maintains all appropriate records.
28. Participates in cross-training activities as required.
29. Performs other duties as assigned.

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 shall be paid consistent on the System's approved salary schedule. Length of work year and hours of employment shall be established by the System.

EVALUATION:

Performance of this job will be evaluated by the Principal and Teacher.

EMPLOYEE STATEMENT:

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date