

JOB DESCRIPTION: PARAPROFESSIONAL

Position Summary: The school paraprofessional is a support staff position working under the supervision of the classroom advisor(s). The paraprofessional has some decision-making authority as limited and regulated by board policy and state law.

Essential Duties Include, But Are Not Limited To:

- Conduct small group or individual classroom activities based on lesson plans developed by the advisor.
- Conduct interventions for struggling scholars under the guidance of an advisor.
- Assist with supervision of the scholars.
- Assist with student assessment and collecting data on student progress.
- Assist with routine recordkeeping.
- Assist with the preparation of materials for instruction (including the copying/duplicating of materials, construction of displays/bulletin boards, learning centers and manipulatives).
- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in the ordering and inventory of classroom equipment and materials.
- Assist with school wide supervision, such as car rider duty and lunchroom duty.
- Other duties as assigned by the advisor and administration.

Minimum Qualifications:

Must have completed two years of higher education study (60 semester hours or 90 quarter hours) OR must have obtained an Associate's or higher degree OR must possess at least a high school diploma or GED equivalent and have passed the state Georgia required Paraprofessional assessment that demonstrates knowledge of the ability to assist in instructing reading, writing, mathematics, behavior, readiness and adaptive skills.