

Position: Paraprofessional

Description: The Paraprofessional is a support staff position working under the immediate supervision of the classroom teacher or other supervisor as designated by the Principal. Paraprofessionals may be assigned to any position that the principal deems appropriate. Paraprofessionals assigned to special education and pre-school classrooms may receive additional instructions from the Director of Special Education or Pre-School Supervisor.

Education:

Required: Two years of college or Georgia PSC paraprofessional certificate with a high school diploma

Preferred: Associate degree

Experience, Skill, and Certification:**Required:**

- Ability to work effectively with students, staff and district personnel
- Ability to use computers and related forms of technology
- Knowledge of office practices and procedures
- Strong organizational skills
- Knowledge of simple accounting/inventory skills
- Good oral & writing skills
- Be able to stand, walk, bend, stoop, sit, climb and lift items of approximately 40 pounds throughout the workday

Preferred: Previous experience working with children in a school setting

Duties and Responsibilities:

- Conduct small group or individual classroom activities based on lesson plans developed by the teacher.
- Assist with the supervision of students.
- Attends to the special needs of students as required.
- Assist with student assessment, grading work and tests, and collecting data on student progress.
- Assist with routine record keeping including computer records and/or teacher records related to the instructional program and student progress.
- Assist with the preparation of materials for instruction (including the copying of materials, construction of displays/bulletin boards, learning centers and manipulative).
- 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 loading/unloading of buses.
- Assisting in upholding and enforcing school rules, administrative regulations and Board policy.
- Other duties as assigned by the teacher and/or principal.

Terms of Employment: The Salary for this position will be determined by placement on the appropriate salary schedule.