



Fayette County Public Schools
Human Resources Department

210 Stonewall Avenue, P.O. Box 879
Fayetteville, Georgia 30214-0879

Collaborative Paraprofessional Exceptional Children's Services

DESCRIPTION: Supports teachers in meeting the educational, behavioral and social-emotional needs of students.

EFFECTIVE DATE: 2015-2016 School Year

**REQUIRED
QUALIFICATIONS:**

1. High school diploma or GED equivalent.
2.
 - a) Completion of at least two years of study (60 semester hours) at a Professional Standards Commission approved accredited institute of higher education; **or**
 - b) An Associate's degree or higher; **or**
 - c) Present a passing score on the Paraprofessional Assessment.
3. Excellent communication skills.
4. Ability to follow verbal and written instructions.
5. Proficiency in instructional technology.
6. Desire to work with students with disabilities.

**TRAINING &
CERTIFICATION
QUALIFICATIONS:**

1. Successful completion of the 50-hour paraprofessional training program within the first year of employment [5 Professional Learning Units (PLUs)].
2. Upgrade of knowledge and skills by completing a minimum of 10 PLUs of training within the 5 year paraprofessional certification validity period.
3. Specialized training may be required for some assignments.

**SUMMARY OF
ESSENTIAL DUTIES
& RESPONSIBILITIES:**

1. Maintain the confidentiality of all student records, reports and other documentation.
2. Assist the teacher with the development and organization of appropriate instructional materials for use with students and ensure the availability of these materials prior to scheduled instructional segments.
3. Provide small group and/or individualized instruction to students in accordance with lesson plans developed by the teacher.
4. Instruct students based on IEPs at the direction of the special and/or general education teacher.
5. Consult and collaborate with teachers and other professionals regarding students' education programming.
6. Assist the teacher with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks.
7. Monitor students before and after school and during other non-instructional transitional periods.
8. Assist the teacher with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment.
9. Assist students with health care procedures including hygiene and medications, as needed, for daily care.
10. Assist students with physical needs including, but not limited to feeding, toileting, repositioning, catheterization, and mobility, as needed.
11. Adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Board policies and regulations, and all local school procedures.
12. Perform other professional duties and responsibilities as assigned by the principal or supervising teacher.

REPORTS TO: Principal through Supervising Teacher

SALARY: Salary is based on Grade G3375 of the Fayette County Public School System's Unified Salary Scale. Employee benefits include health insurance, life insurance, long-term disability, and dental insurance. Applicable retirement contributions are provided by the Fayette County Board of Education.

ADDITIONAL COMMENTS: Applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma/GED equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of the Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).