

## **Paraprofessional (Special Education)**

**Position Title:** Paraprofessional

**Job Classification:** Classified (Non-Exempt)

**Qualifications:** Associate's Degree or higher; or 2 complete years of college (60 semester hours); or High School diploma AND pass accepted Paraprofessional Assessment

**Reports to:** Principal or his/her designee

**Approved by:** Cartersville School Board

Date: July 8, 2013

**SUMMARY:** Assists the teacher in general daily classroom activities. Assists the teacher in maintaining a classroom environment conducive to learning. Assists in meeting individual student physical, emotional, and educational needs.

1. Meets and instructs assigned groups and individuals in the locations and at the times designated by the teacher or administrator
2. Assists the teacher with preparation of materials for instruction including the copying of materials, construction of display/bulletin boards, learning centers, manipulatives, and equipment
3. Operates and cares for instructional and/or student equipment needed to enhance instruction or to provide for individual student needs
4. Assists the teacher with management and inventory of classroom equipment and materials which aid in the instructional process
5. Helps the teacher implement a program of study that meets the individual needs, interests, and abilities of the students
6. Aids in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
7. Aids in assessing the performance and accomplishments of students
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
9. Fully participates in any and all required training provided by or arranged by the system or school which may include specific training for meeting the needs of individual students
10. Helps the teacher to implement reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner
11. Assists the teacher with routine housekeeping to maintain an orderly classroom environment.
12. Assists the teacher with school-wide supervision, such as hallways, lunchrooms, playgrounds and loading/unloading buses
13. Assists the administration in implementing all policies, procedures and/or rules governing student conduct and employee professionalism
14. Maintains confidentiality in all matters related to student records, identification, achievement, performance, exceptionality, and specific need
15. Complies with any reasonable oral or written directive of the teacher(s) to which assigned, the principal, or appropriate administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises students

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. This position is best filled by individuals who are compassionate and empathetic toward students with physical, behavioral, emotional, and/or mental disabilities.

**EDUCATION, CERTIFICATION, and/or EXPERIENCE:** Associate's Degree or higher; OR completion of 2 or more years of post secondary education (60 semester hours); OR high school diploma or general education degree AND passing accepted Paraprofessional Assessment.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

**TECHNOLOGY SKILLS:** Possess fundamental technology skills of word processing and computer use which will enable the employee to assist students with computers, assist the teacher with classroom preparation and reports.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with an awareness of individual student needs. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain strict confidentiality inside and outside the school setting.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 10 to 25 lbs such as boxes of books. Certain assignments in this position may require the employee to lift or manipulate individual students in order to meet their basic care requirements, which may include but not be limited to, assistance with eating, changing, bathing. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

**ATTENDANCE:** Consistent and regular attendance and punctuality are considered essential requirements for this position.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with School Board policy on evaluation of classified personnel.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*