



Paraprofessional

Reports to: Principal
Division: School-Based

Structure/Grade: Unified 108
Workdays: 190 Days

Position Summary

Perform routine tasks to assist in delivering educational support and facilitating daily living activities for students with diverse learning needs. Provide one-on-one instruction and necessary accommodations and contribute to an inclusive learning environment by addressing behavioral, social-emotional, and physical or medical requirements, ensuring students receive tailored assistance to thrive academically. Perform duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Assist teachers with classroom activities, ensuring order and effective implementation of lesson plans.
- Provide individualized support and instruction to students, catering to those with special needs or Individualized Education Program (IEP) goals.
- Facilitate small group instruction and reinforce lessons as directed by the classroom teacher.
- Support students' physical needs, including mobility assistance, feeding, toileting, and lifting when necessary.
- Utilize technology and educational software to enhance student learning experiences effectively.
- Communicate regularly with parents and guardians about student progress and any concerns that may arise.
- Supervise students during non-instructional times, such as cafeteria duty or morning hall monitoring, to ensure safety.
- Document student progress meticulously and assist in the collection of instructional data for analysis purposes.
- Coordinate assigned project tasks effectively to meet objectives.
- Perform additional duties as assigned.

Qualifications

- High school diploma with 3 - 6 years of related experience, or Associate degree with 1 - 4 years of related experience, or equivalent combination of education and experience level

Knowledge, Skills, and Abilities

- Knowledge of special needs education and the adaptation of instruction for students with disabilities
- Knowledge of assistive devices and technology for student assistance
- Knowledge of Individualized Education Plans (IEPs)
- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets



Paraprofessional

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- None

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____