



## Paraprofessional, Special Education

<b>Reports to:</b>	Principal
<b>Division:</b>	School-Based

<b>Structure/Grade:</b>	108
<b>Workdays:</b>	190

### Position Summary

Supports teachers in meeting students' educational, behavioral, and social-emotional needs in the classroom and community.

### Essential Job Duties

- Assists students with physical needs including feeding, toileting, lifting, and mobility
- Assists students with health care procedures including hygiene and medications as needed for daily care
- Provides small groups and/or individualized instruction to students, in accordance with lesson plans developed by the teacher
- Monitors students before and after school and during other non-instructional transitional periods
- Assists teachers with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment
- Assists teachers with the assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks
- Assists teachers with the development and organization of appropriate instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments
- Performs other duties as assigned

### Qualifications

- High school diploma or GED and pass the GACE Paraprofessional Assessment, required.  
**OR**
- Associate degree or higher from a Georgia Professional Standards Commission approved accredited college or university required.  
**OR**
- Minimum of sixty (60) semester hours or ninety (90) quarter hours of college courses completed with a GPA (Grade Point Average) of 2.0 or higher from a Georgia Professional Standards Commission-approved accredited college or university.
- A valid Professional Standards Commission-approved paraprofessional certificate is required.

### Knowledge, Skills, and Abilities

- Knowledge of normal and abnormal child development and educational principles and approach pertinent to children with traumatic brain injuries
- Knowledge of children with various intellectual and learning disabilities
- Knowledge of special needs preschool children, visual, hearing, and orthopedically impaired children, and children with emotional and behavioral disorders
- Knowledge of security and safety procedures; child development, first aid, and principles of teaching



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- Effective oral, written, and interpersonal communication skills, including communication for sight, hearing, and speech impaired
- Skilled in establishing and/or facilitating individualized and group special education and vocational and community skills training programs for the disabled
- Skilled in speech and language programs and teacher support programs
- Skilled in educational approaches for planning and implementation of intervention programs for children and families
- Skilled in the operation of basic office equipment
- Skilled in conflict resolution, record keeping, classroom management, crisis intervention, and behavioral management
- Ability to understand and interpret a wide variety of assessment tests relative to intellectual, emotional, and physical abilities and disabilities
- Ability to provide individual and group instruction in students' homes, the classroom, and specialized facilities.
- Ability to enhance student and parental competence, and incorporate formal and informal outside resources into educational processes
- Ability to follow written and oral instructions and directions and maintain confidentiality while managing multiple tasks simultaneously.
- Ability to operate basic office equipment including copier, computer, and calculator.

### 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: \_\_\_\_\_