



**DeKalb County**  
School District

# Paraprofessional

<b>Reports to:</b>	Principal	<b>FLSA Status:</b>	Non- Exempt
<b>Department:</b>	School-Based	<b>Structure/Grade:</b>	Unified 108
<b>Division:</b>	School-Based	<b>Workdays:</b>	190
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

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

## Essential Job Duties

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

#### 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.

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*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 and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 10/22/2025*