

FAYETTE COUNTY PUBLIC SCHOOLS

Paraprofessional, Exceptional Children's Services Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School	FLSA STATUS:	Non-Exempt
REPORTS TO:	Principal through Supervising Teacher	WORK CALENDAR:	185 Days 7.5 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	
PAY GRADE:	3375	REVISED:	September 2023; September 2022; February 2018

SUMMARY: Support teachers in meeting the educational, behavioral and social-emotional needs of students

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Maintain the confidentiality of all student records, reports and other documentation
3. 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
4. Provide small group and/or individualized instruction to students in accordance with lesson plans developed by the teacher
5. Assist the teacher with assessment of student performance (standardized and non- standardized testing) and other recordkeeping tasks
6. Monitor students before and after school and during other non-instructional transitional periods
7. Assist the teacher with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment
8. Assist students with health care procedures including hygiene and medications, as needed, for daily care
9. Assist students with physical needs including but not limited to feeding, toileting, repositioning, transferring catheterization, and mobility, as needed
10. Receive training and use appropriate restraint techniques
11. Assist the teacher in performing necessary clerical tasks
12. Attend professional learning and staff development activities as needed
13. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Completion of at least two years of study (60 semester hours) above the remedial level with a grade of "C" or better at a

Professional Standards Commission approved accredited institute of higher education; or an Associate's degree or higher;

or Present a passing score on the Paraprofessional Assessment

Excellent oral, written and interpersonal communication skills

Ability to follow verbal and written instructions

Proficiency in instructional technology

Desire to work with students with disabilities

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Ability to lift a student up to a weight of 35 pounds without assistance; ability to perform a two-person lift for students over 35 pounds. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience working with students with disabilities

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.