

# FAYETTE COUNTY PUBLIC SCHOOLS

## Paraprofessional 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.*

<b>WORK LOCATION:</b>	Assigned School	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Supervising Teacher Principal	<b>WORK CALENDAR:</b>	185 Days 7.5 Hr/Day
<b>SALARY SCHEDULE:</b>	Classified Salary Schedule	<b>APPROVED (Board):</b>	
<b>PAY GRADE:</b>	3375	<b>REVISED:</b>	November 2024; September 2023; September 2022; June 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. Assist the teacher in performing necessary clerical tasks (i.e. managing folders, lunch money, attendance, field trip forms, etc.)
3. Work individually with students and/or in a small group to help reinforce learning objectives
4. Support and provide the delivery of reading and math interventions
5. Greet students upon their arrival; promote a positive school environment that enhances student learning
6. Gather and prepare materials for daily instructional activities; assist with bulletin boards, learning centers, and manipulatives as well as duplicating materials as needed
7. Assist in grading, collecting data and monitoring student progress
8. Monitor students' behavior during large group activities by reinforcing the teacher's efforts; direct behavior through the use of positive reinforcement
9. Assist the teacher in clean-up and preparation of room for the next day
10. Serve on school-wide committees; attend professional learning sessions
11. Cover classroom(s) for short periods of time in the absence of the teacher as needed
12. Participate in lunchroom, restroom, recess, hall-monitoring and bus duties
13. Assist in providing a well-managed, safe and orderly environment that encourages respect for all
14. Provide instructional support to students with special needs, if applicable
15. Ability to be present at the physical worksite
16. Must be able to properly and consistently supervise students, particularly during emergency situations
17. 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 communication skills

Ability to follow verbal and written instructions

Proficiency in instructional technology

**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. 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

Experience in a school setting

**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.