

# Job Description



Job Title: SPECIAL EDUCATION  
PARAPROFESSIONAL

Job Classification: CLASSIFIED

FLSA Status: NON-EXEMPT

Salary Type: ANNUAL

Salary Schedule/Days: PARA/190 DAYS

Location/Department: SCHOOL BASED

Retirement Plan: TRS

Evaluation Instrument: CLASSIFIED

## POSITION SUMMARY

Support teachers in meeting the educational, behavioral, and social needs of students with disabilities.

## QUALIFICATIONS

### **Certifications, Licenses or Permits:**

- Valid Georgia Professional Standards Commission Paraprofessional License.

### **Education, Experience, and Other Requirements:**

- Associate's degree or higher in any subject from a GaPSC-accepted accredited institution or have passed the GACE Paraprofessional Assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or state-approved High School Equivalency (HSE).
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to walk, stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.
- Must be able to properly and consistently supervise students, particularly during emergency situations.

## ESSENTIAL DUTIES

- In accordance with lesson plans developed by the teacher, provide small group and/or individualized instruction to students with disabilities .
- Assist teachers with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment.
- Assist teachers with assessment of student performance and other record-keeping tasks.
- Assist teachers 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.

- Perform necessary clerical tasks as required.
- Perform other duties as assigned.