



## **Gilmer County Schools Job Description**

<b>Job Title: Special Education Paraprofessional</b>	<b>Division/Department: School-Level</b>
<b>Reports To: Principal</b>	<b>Classification: Classified</b>
<b>Contract Work Days: 183</b>	<b>Pay Type: Hourly, Non-Exempt</b>
<b>Retirement: TRS</b>	<b>Adopted: October 2024</b>

### **Position Summary:**

Serve as a support to the classroom teacher in providing educational opportunities for each student.

### **Minimum Requirements/Qualifications:**

- Education level must be in accordance with federal, state and local guidelines; certification as mandated by the Professional Standards Commission. Associate or Bachelor's Degree, **or** passing of the GACE Ethics Assessment and GACE Paraprofessional Assessment required.
- Exceptional integrity, commitment to confidentiality, excellent character, and strong professional reputation.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- Must perform tasks involving prolonged periods of standing, walking, and sitting.
- Must perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
- Must be able to properly and consistently supervise students, particularly during emergency situations.
- Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

### **Essential Duties and Responsibilities:**

- Uses appropriate instructional strategies and techniques as prescribed by the appropriate personnel to support learning.
- Provide support to selected students in resource, self-contained and/or regular classroom settings.
- Assist and adhere to all elements of plans or accommodations as required by the IEP, behavior plan, healthcare plan, etc.
- Perform special duties as required for meeting the unique needs of specific student populations; e.g., lifting physically disabled students, toileting/personal hygiene assistance, using physical restraints or other specialized behavior management techniques.
- Assist student/teachers in using hardware, software, and other technology including assistive technology.
- Provide ongoing feedback to the appropriate personnel regarding student performance including issues potentially impacting the student's performance.
- Conduct small group or individual classroom activities based on lesson plans developed by the teacher.
- Assist with student assessment, grading work and tests and collecting data on student progress.

- Assist with routine recordkeeping, as prescribed by appropriate personnel.
- Assist with preparation of materials for instruction (including the copying/duplicating of materials, construction of displays/bulletin boards, learning centers and manipulative).
- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in ordering and inventory of classroom equipment and materials.
- Assist with the supervision of students including classroom and school-wide supervision such as loading/unloading buses.
- Assist with the supervision of students including bus monitoring for travel to and from school-related activities.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to appropriate safety procedures.
- Carry out duties in accordance with federal and state laws, Code of Ethics for Educators in Georgia, and established state and local School Board policies, regulations and practices.
- Perform other duties as assigned.

*Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources.) It should also be noted that the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.*