



JOB DESCRIPTION

Position Title: 1:1 Paraprofessional – Special Education

Department: Special Education

Reports to: School Principal

Position Summary: The 1:1 Paraprofessional (Special Education) works with classroom teacher and student in completing educational and behavioral activities as directed.

JOB QUALIFICATIONS

Education: Associate Degree, two years of college credit or a passed the GACE Paraprofessional Test (required)

Certification/Licensure: Must maintain Georgia Paraprofessional Certificate which includes in-service training related to the position

Experience: None

Physical Activity:

- Routine Physical activities that are required to fulfill job responsibilities
- Walk and/or stand for prolonged periods of time

Knowledge

- Communicates effectively and promotes good public relations with all stakeholders
- Works with peers/supervisors in a considerate and cooperative manner and assists others when needed
- Record keeping and organizational skills
- Fully accepting of students with disabilities

DUTIES AND RESPONSIBILITIES

1. Attends work every day on time and performs all duties as assigned effectively and efficiently
2. Exhibits a professional attitude and demeanor at all times in working with School Board members, school administrators, fellow employees, parents, students, and the public
3. Provides individual assistance to students in learning situations throughout the school and community.
4. Assists with arrival and departure of students.
5. Assist with students with self-care skills, such as support with feeding, toileting/diapering, and personal hygiene.
6. Assist in record keeping, gathering and reporting data on student progress related to IEP goals and objectives.
7. Assists with the movement of students from one area of the school to another, or to specialized positioning for instruction.
8. Attend faculty meetings and other meetings as required.
9. Assists with the movement of students from one area of the school to another
10. Attend collaborative planning sessions for assigned content area(s) where scheduling permits.
11. Performs other duties as assigned by supervisor

Security Clearance: The Glynn County School System requires a criminal background check and fingerprinting on all new employees, including all substitutes and other designated employees.

WORK DAYS: 190

COMPENSATION RANGE: \$25,743 - \$32,486*

**Compensation commensurate with education and experience.*

FY25/BD/RW02

This document provides information about the above Glynn County Schools position. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.