



## JOB DESCRIPTION

**Position Title:** Paraprofessional – General Instruction

**Department:** Teaching and Learning, Federal Programs

**Reports to:** School Principal

**Position Summary:** The Paraprofessional (General Instruction) assists the classroom teacher in ensuring students are completing educational activities as directed. The paraprofessional is a support staff position working under the supervision of the classroom teacher(s).

### 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. Assists certified teacher in supporting students and implementing student accommodations, modifications, and applicable behavior intervention plans
4. Work with individual and/or small groups of students to reinforce learning of material and/or skills initially introduced and outlined by certified teacher.
5. Assist with supervision of students during academic and non-academic settings.
6. Assist in record keeping, gathering and reporting data on student progress
7. Demonstrate ethical behavior and maintain confidentiality of all school information concerning students, staff and school business.
8. Alert the classroom teacher of any problem or special information about an individual student.
9. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
10. May plan, prepare and develop various teaching aids to be used during instruction
11. Assist with the preparation of materials for instruction, including copying of materials, construction of display/bulletin boards, learning centers and manipulatives at a time other than during the instructional period when scheduling permits.
12. Participate in professional development as required by the school system, principal and/or designee.
13. Attend faculty meetings and other meetings as required.
14. Attend collaborative planning sessions for assigned content area(s) where scheduling permits.
15. 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\***

FY25/BD\_RW2

*\*Compensation commensurate with education and experience.*

*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.*