



Revised 9/9/2021, 7/13/2022

JOB DESCRIPTION

POSITION TITLE: Special Education Paraprofessional	REPORTS TO: Principal
WORK DAYS: 190 days per year	PAY FREQUENCY: Monthly
SALARY SCHEDULE: Local Salary Schedule	JOB CODE: 436
FLSA: Non-exempt	LOCATION: Harris County School District
PRIMARY FUNCTION To provide support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with special needs.	

REQUIRED QUALIFICATIONS:

Minimum Education:

Hold an associate's degree or higher in any subject from a GaPSC-accepted accredited institution; or have completed 2 years (60 semester hours) of college coursework above the remedial level at a GaPSC-accepted accredited institution with a grade of "C" or better; or hold a minimum of a high school diploma or GED equivalent and have passed the GACE Paraprofessional Assessment.

Minimum Experience:

None

Preferred Knowledge, Skills, & Abilities:

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| <ul style="list-style-type: none">• Effective written and oral communication• Organizational, interpersonal, and leadership skills• Computer competence• Microsoft Office Suite | <ul style="list-style-type: none">• Instructional strategies that connect the curriculum to the learners• Student management• Mindset Training |
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THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

- Demonstrates prompt and regular attendance
- Exhibits professionalism
- Follows all county, state, and federal policies and procedures
- Advises parents and/or legal guardians of student progress
- Follows professional ethics in all work-related activities
- Presents a personal appearance which enhances the image of the school
- Conducts small group or individual classroom activities
- Assists with the supervision of students
- Assists with student assessment and collecting data
- Assists with routine record keeping
- Assists with the preparation of materials for instruction
- Locates, operates, and returns equipment required for classroom activities

ESSENTIAL DUTIES AND TASKS CONTINUED:

The Harris County School District is an Equal Opportunity Employer



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- Assists with classroom upkeep and organization
- Assists with school-wide supervision, such as loading/unloading buses
- Performs other duties as assigned by administration

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. 8-hour school days, generally Monday through Friday, 7:30 am to 3:30 pm. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing this job's duties, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands, handle, and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a minimum of 20 pounds.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EVALUATION:

Performance on this position will be evaluated in accordance with the Performance Appraisal for Classified Employees (PACE).