



9/7/2021, 7/6/2022

JOB DESCRIPTION

POSITION TITLE: Paraprofessional	REPORTS TO: Principal
WORK DAYS: 190 days per year	PAY FREQUENCY: Monthly
SALARY SCHEDULE: Local Salary Schedule	JOB CODE: 435
FLSA: Non-Exempt	LOCATION: Harris County School District
PRIMARY FUNCTION: To provide support to the instructional program with specific responsibility for assisting in students' supervision, care, and instruction.	

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:

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

ESSENTIAL DUTIES AND TASKS:

<ul style="list-style-type: none">• Demonstrates prompt and regular attendance• Exhibits professionalism• Follows all county, state, and federal policies and procedures• 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• Help 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• Assists with school-wide supervision, such as loading/unloading buses• Assists with classroom upkeep and organization• Other duties as assigned by administration
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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 the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands, handle or feel, and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a maximum 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).