

JOB DESCRIPTOR

**DATE: September 2011
Approved October 2011**

Paraprofessional (Special Education)

The Special Education Paraprofessional is responsible to the building Principal. The Paraprofessional must be able to perform tasks involving light to heavy lifting, carrying, pushing, or pulling and must be able to walk and/or stand for prolonged periods of time. Vision, hearing, and verbal communication are essential factors in performing required tasks, duties, and responsibilities.

The Special Education Paraprofessional shall:

1. Assist certified teacher in supporting students and implementing the IEP exactly as specified, including accommodations, modifications and applicable behavior intervention plans.
2. Work with individual and/or small groups of students to reinforce learning of material and/or skills initially introduced and outlined by certified teacher.
3. Assist certified teacher in implementing special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Assist with supervision of students during academic and non-academic settings.
5. Assist in gathering and reporting data on student progress related to IEP goals and objectives.
6. Assist with individual student health and/or hygiene needs.
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. Accurately check objective tests for correct responses but does not assign or record grades.
11. Assist the teacher in performing necessary clerical tasks only at a time other than during the instructional period.
12. 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.
13. Participate in professional development as required by the school system, principal and/or designee.
14. Attend faculty meetings and other meetings as required.
15. Attend collaborative planning sessions for assigned content area(s) where scheduling permits.
16. Perform other such duties as may be required by the school system, principal and/or designee.

Qualifications:

1. Minimum of High School Diploma or GED required.
2. Valid Georgia Paraprofessional Certificate issued by the Professional Standards Commission.
3. Ability to work well with students, parents, staff, and the community.
4. High integrity, excellent character, and good professional reputation.
5. Ability to be regularly, predictably, and reliably at work.

Signature

Date

FLSA Status: Non-Exempt