

Monroe County Schools
JOB DESCRIPTION



TITLE: Instructional Paraprofessional

PAY TYPE: Based on local pay scale
Salaried, Non-Exempt

CONTRACT/WORK YEAR: 190 Days

REPORTS TO: Classroom Teacher, Principal

PRIMARY FUNCTION: To support the classroom teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

MINIMUM REQUIREMENTS:

- Meet highly qualified standards set by No Child Left Behind.
- Hold or be eligible for a valid Georgia paraprofessional certificate as required by Georgia Professional Standards Commission.
- High school diploma or GED.
- Be able to read or speak to groups of students and/or adults.
- Demonstrate aptitude for the work to be performed.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

ESSENTIAL JOB DUTIES:

Strategic Objective I – Attaining High Academic Achievement & Success

- Conduct small group or individual classroom activities based on lesson plans developed by the teacher.
- Assist with supervision of students.
- Assist with student assessment, grading work and tests, and collecting data on student progress.
- Assist with routine record keeping.
- Assist with the preparation and distribution of materials for instruction (including but not limited to the copying/duplicating of materials, construction of displays, bulletin boards, learning centers and manipulatives).

Strategic Objective II – Developing Organizational Effectiveness

- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in the ordering and inventory of classroom equipment and materials.
- Assist with school-wide supervision, such as bus/car duty, playground duty, hall duty and cafeteria duty.
- Participate in professional learning and training programs to increase skills and proficiency.
- Assist with the physical needs of students including special education students when appropriate. This may include, but is not limited to, toileting, feeding, positioning, lifting, dressing, and other self-help skill areas.
- Assist with the safe travel of students within the school environment and on study trips.
- Give assistance to support medically related procedures.
- Ensure adherence to appropriate safety procedures.
- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative regulations and Board policy as well as federal and state laws.

Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty

- Assist in helping students build positive self-concepts and develop appropriate behavior skills.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.

Other Job Responsibilities and Duties:

- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Meet professional dress requirements as outlined in the system personnel handbook.
- Demonstrate regular and punctual attendance.
- Perform other duties and responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

Important Notes

Essential Duties

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

Minimum Requirements

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.