



MOUNTAIN EDUCATION

Job Description

Position Title: Paraprofessional	
Division/Department: Teaching and Learning	Evaluation Instrument: Classified
Pay Grade: \$17/hour	Employment Basis: Part-Time, As Needed
Reports To: Principal	
MINIMUM QUALIFICATIONS	
Education: High school diploma or equivalent Certification: Valid Georgia paraprofessional certificate; Professionally qualified according to ME standards Experience: Experience as classroom paraprofessional (preferred)	
Such alternatives to the above qualifications as the Board may find appropriate and acceptable	
GOAL STATEMENT	
Through the use of professionalism, effective communication, and instructional best practices developed by the teacher, Paraprofessionals will provide supplemental support in a one-on-one or small group setting.	
DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none">1. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students and the public.2. Conduct small group or individual classroom activities based on lesson plans developed by the teacher.3. Assist with supervision of students.4. Assist with student assessment, grading work and tests, and collecting data on student progress.5. Assist with routine record keeping.6. Assist with the preparation of materials for instruction (including copying/duplicating of materials, construction of displays/bulletin boards, learning centers, and manipulatives).7. Locate, operate and return needed equipment.8. Assist with classroom housekeeping.9. Assist in the ordering and inventory of classroom equipment and materials.10. Assist with school wide supervision, such as loading/unloading buses.11. Supervision of students in an ME setting.12. Ensure the integrity, accuracy, and security of all records.13. Maintain a high level of ethical behavior and confidentiality of information.14. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently.15. Participate in professional learning as assigned.16. Communicate clearly and concisely, both orally and in writing.17. Demonstrate appropriate verbal, written and telephone communication skills.18. Complete routine tasks with little or no direct supervision.19. Able to perform tasks involving periods of standing, walking, and sitting.20. Able to perform the essential job functions with reasonable accommodations.21. Follow COVID-19 Guidelines posted at all ME locations.22. Perform other duties as assigned.	
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 responsible for 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 that the order of duties/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.	
Revised: March 2022	