



PARAPROFESSIONAL – SPECIAL EDUCATION

Job Description

JOB INFORMATION

Department: Local School Original Adoption Date: March 2006
Job Title: Paraprofessional – Special Education Latest Revision Date: July 2013

ORGANIZATIONAL STRUCTURE

Reports to:
Principal
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Paraprofessional – Special Education

EMPLOYMENT TERMS

Non-Contracted, FLSA Non-exempt, 185-day work year

JOB QUALIFICATIONS

Education

Must hold a two year degree or higher from an accredited college, or pass the paraprofessional exam.

License/Certification

Must hold a valid paraprofessional certificate issued by the Georgia Professional Standards Commission or be able to obtain such certificate.

Skills

Knowledge of child development; effective interpersonal skills; and knowledge of office and media equipment.

Work Experience

Experience in a licensed child care environment preferred.

PRIMARY RESPONSIBILITY

Provide support to the instructional program within an assigned classroom with specific responsibility for assisting in the supervision, care, and instruction of special needs students in the regular classroom or special education classroom. Assisting in implementing plans for instruction, monitoring student behavior during non-classroom time, providing information to appropriate school personnel, and attending Individual Education Program (IEP) meetings, when necessary.

ESSENTIAL JOB DUTIES

1. Carry out instructional programs and lessons in various learning environments as designated in the instructional plan based on the IEP.

2. Assist individual students in performing activities initiated by the teacher.
3. Reinforce learning with individuals or in small groups.
3. Assist the teacher in observing, recording, and charting behavior.
4. Assist the teacher with crisis problems and ongoing approaches to behavior management.
5. Participate in building-level duties as assigned by building administrator or designee.
6. Score tests and papers and assist in data collection procedures.
7. Perform clerical tasks, i.e., typing, filing, and duplicating.
8. Assist in preparation, production, and maintenance of instructional materials.
9. Maintain and operate instructional and/or adaptive equipment.
10. Collaborate with the IEP team in an ongoing review of student programs.
11. Attend IEP or other staff meetings at the request of teacher, administrator, or parent.
12. Assist students with mobility and self-care needs.
13. Assist with feeding.
14. Lift, carry and transfer students who have physical needs so significant that an adult must move them from place to place.
15. Performs other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. Employee is also required to talk, hear, stand, and walk. The employee may be required to use hands to finger, handle, feel, to have significant finger dexterity and/or reach. Employee is required to stoop, kneel, or crouch. Employee is frequently required to use the following physical demands; significant lifting (50 lbs+), carrying, pushing, and/or pulling. The job is performed under conditions with exposure to risk of injury and/or illness. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.