



# Paraprofessional

## Job Description

### JOB INFORMATION

- **Reports to:** Principal
- **Pay Grade:** Classified Salary Schedule Grade A (starting pay \$15.00-\$16.73/hour)
- **Work Calendar:** 180 days
- **Retirement:** Teacher's Retirement System of Georgia
- **Benefits:** Options for State Health Insurance and other optional benefits
- **Pay Type:** Hourly; Non-Exempt
- **Pay Frequency:** Monthly
- **Evaluation Instrument:** Professional

### QUALIFICATIONS

- **Educational Level:** High School diploma or equivalent.
- **Certification/License:** Ability to attain a Paraprofessional certificate through the Georgia Professional Standards Commission.
- **Experience:** Relevant experience preferred.
- **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities.
- **Knowledge, Skills, and Abilities:** Proficient in business English, spelling, mathematics, and office practices. The ability to work professionally with the public and others, both in person and over the phone. Excellent computer skills, including but not limited to Word, Excel, Microsoft Office, and office machine proficiency.

### RESPONSIBILITIES

- Under supervision of licensed teacher, prepares for classroom activities.
- Works with small groups of students to reinforce materials initially introduced by the teacher.
- Assist individual children in need of special attention.
- Guides independent study, enrichment work, and remedial work set up by the teacher.

- Assist teacher with classroom duties as assigned
- As directed by the teacher, checks notebooks, corrects papers, and supervises testing and make – up work.
- Assists students with individual guided practice
- Assists small groups of students in the library
- Participates in professional development training program as applicable
- Additional duties as assigned.

**NOTE:** 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 modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Human Resources Office. It should also be noted that the order of duties/ responsibilities listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

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