



## Sumter County School System Job Description

**Job Title:** Paraprofessional - Regular Education

**Work Schedule:** 190 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non Exempt

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### Primary Function

To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

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### Essential Duties:

Under supervision of licensed teacher, prepares for classroom activities.

Assists in preparing class displays, bulletin boards, and other instructional material, such as flash cards, charts, transparencies, games, etc.

Assists teacher with classroom activities.

Under supervision of a certified teacher, works with individuals or small groups to reinforce simple understandings, skills, or appreciations taught by the teacher.

Participates in in-service training programs.

Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.

Assists with such large group activities as drill work, reading aloud, and storytelling.

Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Performs other duties as assigned.

**Minimum Qualifications**

**Education Level:** High School Diploma or GED required plus 60 semester hours of college credit; OR 90 quarter hours from a technical college; OR pass the Georgia Paraprofessional Assessment test with a minimum score of 475

**Certification / Licensing:** Georgia Paraprofessional Certificate

**Proficiency Skills:** Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

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**Note:** This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.