JOB DESCRIPTION

**POSITION TITLE:** Paraprofessional, ISS  
**JOB CODE:** 435A, 435B, 435C

**DIVISION:** Leadership  
**DEPARTMENT:** Leadership

**REPORTS TO:** Principal  
**FLSA:** Non-Exempt

**SALARY SCHEDULE:** Paraprofessional  
**PAY GRADE:** NH0 (4, 5, 6, 7, or 8)

**PAY FREQUENCY:** Monthly

**WORK DAYS:** 181

**PRIMARY FUNCTION:** Supervises students assigned to in-school suspension and provides assistance with completing educational activities under direction of a teacher or administrator.

**REQUIREMENTS:**

1. **Educational Level:** Associate degree, two years of college credit (a minimum of 60 semester hours or 90 quarter hours and a 2.0 GPA), or passing score on the GACE/PRAXIS Paraprofessional Assessment Test required.

2. **Certification/License Required:** Must maintain Georgia Paraprofessional Certificate which includes in-service training related to position.

3. **Experience:** None.

4. **Physical Activities:** Routine physical activities required to fulfill job responsibilities; able to lift a maximum 60 lbs.

5. **Knowledge, Skills, & Abilities:** Written and oral communication.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.

2. Exhibits professionalism in all job-related situations; follows professional ethics in all work related activities; presents a personal appearance which enhances the image of the school.

3. Follows all county, state and federal policies and procedures.

4. Provides appropriate instructional assistance and support for students based on lessons developed and provided by the teacher.

5. Coordinates and communicates with classroom teachers in assisting students in the continuation of classroom assignments.

6. Makes referrals on students in need of further remediation and/or counseling.

7. Interacts with students, individually and/or in groups, to assist them in accepting responsibility for their behavior and for changing that behavior.

8. Keeps current records on all ISS students and submits accurate paperwork on schedule.

9. Assists with discipline record keeping.

10. Maintains structure and discipline in the ISS room and directs the conduct of students in accordance with policies and procedure.

11. Performs other duties as assigned by appropriate administrator.

Signature of Employee _________________________________ Date __________________

Signature of Supervisor _________________________________ Date __________________