



EMPLOYEE NAME: _____

Revised: 07/05; 10/12; 4/16; 6/18; 1/19

JOB DESCRIPTION

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| POSITION TITLE: Ombudsman Paraprofessional, Special Education | JOB CODE: 436A |
| DIVISION: Academic - Support and Specialized Services | SALARY SCHEDULE: Paraprofessional |
| DEPARTMENT: Special Education | WORK DAYS: 181 |
| REPORTS TO: Assistant Director, Special Education | PAY GRADE: NH0 (4, 5, 6, 7 or 8) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Assists the Ombudsman teacher with students with disabilities attending the program. | |

REQUIREMENTS:

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| 1. | Education 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 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; ability to lift a student up to a weight of 60 pounds without assistance; ability to perform a two person lift for students over 60 pounds |
| 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:

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| 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. | Assists with the collection of IEP data for students with disabilities attending Ombudsman. |
| 5. | Assists with the implementation of supportive aides/services for students with disabilities attending Ombudsman. |
| 6. | Assists with the preparation of materials for students with disabilities attending Ombudsman. |
| 7. | Assists students with disabilities in completion of modules and assignments at Ombudsman. |
| 8. | Reinforces behavior management as implemented by the Ombudsman teacher. |
| 9. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____