EMPLOYEE NAME: ____________________________

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

JOB DESCRIPTION

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