



EMPLOYEE NAME: \_\_\_\_\_

Revised: 4/11, 10/12; 6/18; 1/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, Extended School Year	<b>JOB CODE:</b> 436A
<b>DIVISION:</b> Academic – Support & Specialized Services	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> N/A
<b>REPORTS TO:</b> Supervisor, Special Education	<b>PAY GRADE:</b> H0 (4,5,6,7, or 8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Works with students in completing educational activities under the supervision of the classroom teacher in the Extended School Year program.	

#### 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 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 that are 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.	Conducts small group or individual classroom activities based on lesson plans developed by the teacher.
5.	Assists with supervision of students.
6.	Assists with student assessment, grading work, and tests and collecting data on student progress.
7.	Assists with the preparation of materials for instruction.
8.	Locates, operates, and returns equipment required for classroom activities.
9.	Assists with classroom housekeeping.
10.	Assists in the ordering and inventory of classroom equipment and materials.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_