

JOB DESCRIPTION

| | |
|---|--|
| POSITION TITLE: Paraprofessional, HAVEN Academy | JOB CODE: 436A |
| DIVISION: Academic, Teaching & Learning and Specialized Services | SALARY SCHEDULE: Paraprofessional |
| DEPARTMENT: HAVEN Academy | WORK DAYS: 181 |
| REPORTS TO: Building Administrator or Supervisor | PAY GRADE: NH04, 5, 6, 7, or 8 |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Assists the teacher in working with the students in completing educational activities. | |

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 a passing score on the GACE/PRAXIS Paraprofessional Assessment Test Required |
| 2. | Certification/License Required: Must maintain Georgia Paraprofessional Certificate; Certificate of satisfactory in one of the following workshops: Student Achievement Model Workshop, Student Achievement Model Intensive Intervention Workshop or one day training in dealing with aggressive youth |
| 3. | Experience: None |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to perform restraints and lift a student up to the 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; data analysis skills, ability to provide supervision of staff assisting in the intensive intervention room. |

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 classroom teacher in planning and implementing therapeutic classroom. |
| 5. | Supports the model used in all classroom settings to teach replacement skills. |
| 6. | Provides individual assistance under teacher direction to children in learning, counseling, and classroom management situations. |
| 7. | Assists in preparation for instructions under directions of teacher. |
| 8. | Participates in daily debriefing and planning, to include: IEP meetings and Team Treatment meetings. |
| 9. | Assumes responsibility of continuation of program consistency while working with substitute teacher, when teacher is absent, using teachers previously prepared lesson plans. |
| 10. | Participates in ongoing Staff Development Training Program, including, but not limited to, training in: Student Achievement Model, Reality Therapy, Life Space Interviewing, Classroom Management, Physical Restraint, and Instructional Strategies. |
| 11. | Assists with the movement of students from one area of the school to another or to specialized positioning for instruction. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____