



EMPLOYEE NAME: _____

Revised: 6/10; 10/12; 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Paraprofessional, SETS Program	JOB CODE: 436A
DIVISION: Academic – Support & Specialized Services	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Special Education	WORK DAYS: 181
REPORTS TO: Principal	PAY GRADE: NHO (4, 5, 6, 7, or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the classroom teacher with students to complete educational activities as directed.	

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.	Assists the SETS teacher and/or related service staff in the planning, preparation and implementation of class activities.
5.	Provides individual assistance to students in learning situations throughout the duration of the SETS program.
6.	Assists SETS teacher with record keeping and data collection.
7.	Participates in program functions, field trips and extracurricular activities as indicated.
8.	Participates in on-going professional learning.
7.	Assists with student arrival, departure, and transition from one work/class location to another.
9.	Assumes a lead role with the substitute teacher when the SETS teacher is absent. Including monitoring students during SETS teacher’s participation in IEP meeting or other activities/planning which require the teacher’s absence.
10.	Assists with the movement of students from one area of the program to another or to a specialized position.
11.	Assists the teacher in maintaining a sanitary environment.
12.	Handles body fluids following universal precautions.
13.	Assists in implementing Community Based Instruction (CBI) or Community/Campus Based Skills Training (CBST) without direct on-site supervision in accordance with State guidelines.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____