

JOB DESCRIPTION

POSITION TITLE: Paraprofessional with Specialized Training	JOB CODE: 436A
DIVISION: Academic – Support & Specialized Services	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Special Education	WORK DAYS: 181
REPORTS TO: Principal	PAY GRADE: NH0 (4, 5, 6, 7, or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Work with students in completing educational and health care activities as directed by the principal, teacher, and school nurse.	

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; proven competency based training in appropriate medical techniques and problem management; pediatric/adolescent CPR training
2.	Certification/License Required: Must maintain Georgia Paraprofessional License which includes in-service training related to position, nursing license preferred
3.	Experience: 3 years of experience with pediatric special needs preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 40 pounds without assistance; ability to perform a two-person lift for students over 40 pounds; lumbar support belt required for all lifts, ability to perform specialized health care procedures
5.	Knowledge, Skills, & Abilities: 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.	Performs specialized health care procedures including gastrostomy feedings, tracheotomy care, (e.g. reinsertion of trach, suctioning).
5.	Provides individual assistance to students in learning situations throughout the school and community.
6.	Participates in school functions, field trips and extracurricular activities, as indicated.
7.	Participates in on-going in-service training.
8.	Completes required records.
9.	Assists with arrival and departure of students.
10.	Assists with toileting, diapering, feeding, and meeting other physical needs.
11.	Assists with processing food according to individual student needs.
12.	Assists with the movement of students from one area of the school to another, or to specialized positioning for instruction.
13.	Assists with the instruction and/or therapy directed by Related Support Services personnel.
14.	Participates in maintenance of a sanitary environment.
15.	Handles body fluids according to prescribed guidelines.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____