



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

Revised: 1/86; 4/86; 4/88; 10/88; 4/89; 9/91; 6/92; 11/94; 2/97; 11/06;  
9/07; 10/12; 6/18; 1/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, Special Education, Deaf/Hard of Hearing	<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> 181
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> NHO (4, 5, 6, 7 or 8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the classroom teacher with students to complete educational activities as directed.	

### 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 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 classroom teacher in the preparation and implementation of class activities.
5.	Provides individual assistance to students in learning situations throughout the school and community.
6.	Assists classroom teacher with the record keeping process and data collection.
7.	Participates in school functions, field trips and extracurricular activities as indicated.
8.	Participates in on-going in-service training.
9.	Assists with hall duty and bus loading and unloading as directed.
10.	Assists with arrival and departure of students.
11.	Assumes a lead role with the substitute teacher when the classroom teacher is absent.
12.	Assists with toileting, diapering, food preparation, feeding and other delegated medical procedures as directed.
13.	Assists with processing food according to individual student needs.
14.	Debriefs with classroom teacher about daily activities.
15.	Assists with the movement of students from one area of the school to another or to a specialized position.
16.	Assists with instruction and/or therapy as directed by related services personnel.
17.	Assists the teacher in maintaining a sanitary environment.
18.	Handles body fluids following universal precautions.
19.	Communicates with student using sign language/fingerspelling.

20.	Assists with sign language communication in the regular classroom.
21.	Assists in implementing community based instruction or community/campus based skills training without direct on-site supervision in accordance with State guidelines.
22.	Monitors the classroom during teacher's participation in IEP meetings or other activities/planning which require the teacher to be out of the room.
23.	Performs other duties as assigned by appropriate administrator.

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

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