

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

Revised: 11/96; 12/97; 11/98; 11/06; 3/12; 10/12; 6/18; 1/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, Visually Impaired, Blind	<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> NH0 (4,5,6, or 7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To work with students in completing educational activities as directed by the teacher.	

#### 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
2.	Certification/License Required: Must maintain Georgia Paraprofessional License 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 (lumbar support belt required for all lifts)
5.	Knowledge, Skills, & Abilities: Communication in Braille

*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 class activities, record keeping process and the student evaluation process.
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-services training.
8.	Completes required reports.
9.	Assumes a lead role with the substitute teacher when regular teacher is absent.
10.	Assists with arrival and departure of students.
11.	Assists with toileting, diapering, feeding, processing food according to individual student needs, and meeting other physical needs. Handles body fluids following universal precautions.
12.	Participates with debriefing of daily activities with teacher.
13.	Assists with the movement of students from one area of the school to another, or to specialized positioning for instruction; assists with hall duty, lunchroom duty, bus loading and unloading, as directed.
14.	Assists with the instruction, positioning, and therapy as directed by related support services personnel. Participates in maintenance of a sanitary environment.
15.	Assists in implementing community-based instruction or community based vocational training without direct on-site supervision in accordance with state guidelines.
16.	Prepares braille and large print materials.
17.	Performs other duties as assigned by appropriate administrator.

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

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