



EMPLOYEE NAME: _____

Revised: 07/05; 10/12; 4/16; 6/18; 1/19; 2/20; 3/20; 7/21

JOB DESCRIPTION

POSITION TITLE: Ombudsman Paraprofessional, Special Education	JOB CODE: 436A
DIVISION: Academic - Support and Specialized Services	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Special Education	WORKDAYS: 181
REPORTS TO: Supervisor, SPED Alternative Services	PAY GRADE: NH0 (4, 5, 6, 7 or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Collaborate with teachers and the center director to support, monitor progress, and assist students with disabilities attending Ombudsman.	

REQUIREMENTS:

1.	Education Level: : Hold an associate’s degree or higher in any subject from a GaPSC-accepted accredited institution ; Have completed 2 years (60 semester hours) of college coursework above the remedial level at a GaPSC-accepted accredited institution with a grade of “C” or better; Hold a minimum of a high school diploma or GED equivalent and have passed the GACE Paraprofessional Assessment .
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 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.	Supports students in academic, social, and emotional learning.
5.	Supports the creation of a learning environment with high expectations that is safe and welcoming for all students.
6.	Assists and monitors student use of technology and the Ombudsman platform.
7.	Supports and monitors student behavior in accordance with policy and expectations.
8.	Communicate consistently with the Ombudsman teacher and with the supervisor of Alternative Services.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____