

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, Pre-K SPED	<b>JOB CODE:</b> 453
<b>DIVISION:</b> Academic, Support & Specialized Services	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> Special Education	<b>WORKDAYS:</b> 181
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> NH0 (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: Hold an associate's degree or higher in any subject from a <a href="#">GaPSC-accepted accredited institution</a> ; Have completed 2 years (60 semester hours) of college coursework above the remedial level at a <a href="#">GaPSC-accepted accredited institution</a> with a grade of "C" or better; Hold a minimum of a high school diploma or GED equivalent and have passed the GACE <a href="#">Paraprofessional Assessment</a>
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.	Assists the classroom teacher in the preparation and implementation of class activities.
5.	Assists classroom teacher with the record keeping process and data collection.
6.	Participates in school functions, field trips and extracurricular activities as indicated.
7.	Participates in on-going in-service training.
8.	Assists with hall duty and bus loading and unloading as directed.
9.	Assumes a lead role with the substitute teacher when the classroom teacher is absent.
10.	Assists with toileting, diapering, food preparation, feeding and other delegated medical procedures as directed.
11.	Assists with the movement of students from one area of the school to another or to a specialized position.
12.	Assists with instruction, positioning and therapy as directed by related services personnel.
13.	Assists in maintaining a sanitary environment; handles body fluids following universal precautions.
14.	Assists in implementing community-based instruction or community/campus-based skills training without direct on-site supervision in accordance with State guidelines.
15.	Monitors the classroom during teacher's participation in IEP meetings or other activities/planning which require the teacher to be out of the room.
16.	Performs other duties as assigned by appropriate administrator.

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