



EMPLOYEE NAME: _____

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02;
1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 11/16; 1/18; 6/18; 1/19; 8/19

JOB DESCRIPTION

POSITION TITLE: Foundation Paraprofessional	JOB CODE: 435W
DIVISION: Leadership & Learning	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Leadership	WORK DAYS: 181
REPORTS TO: Principal	PAY GRADE: Based on NH04, Step 1
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Works with students in completing educational activities under the supervision of the classroom 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 required
2. Certification/License Required: Georgia Paraprofessional Certificate preferred which includes in-service training related to position
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; able to lift maximum 60 lbs. PE Paraprofessional only – lessons frequently include demonstrating throwing, catching, kicking and striking; ability to get down on the floor and get up again is frequently required to assist students; some movement of mats and equipment is expected
5. Knowledge, Skills, & Abilities: Written and oral communication skills

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. Conducts small group or individual classroom activities based on lesson plans developed by the teacher.
5. Assists with supervision of students.
6. Assists with student assessment, grading work and tests and collecting data on student progress.
7. Assists with routine record keeping.
8. Assists with the preparation of materials for instruction.
9. Locates, operates and returns equipment required for classroom activities.
10. Assists with classroom housekeeping.
11. Assists in the ordering and inventory of classroom equipment and materials.
12. Assists with school-wide supervision, such as loading/unloading buses.
13. Performs other duties as assigned by the appropriate supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____