



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; 4/17; 6/18; 1/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, RVI/CVAE	<b>JOB CODE:</b> 435C
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</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 vocational teacher in working with students in completing educational activities in vocational programs.	

#### 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: Must maintain Georgia Paraprofessional Certificate which includes in-services 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 life 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 in instruction of identified special needs students based on IEP goals and instruction of vocational classes.
5.	Assists with supervision of students.
6.	Assists with student assessment, grading work and tests and collecting data on student progress; assists with routine record keeping.
7.	Assists with modification of curriculum and materials according to the IEP goals.
8.	Locates, operates and returns needed equipment.
9.	Maintains competence through in-service activities.
10.	Assists in the ordering and inventory of classroom equipment and materials.
11.	Assists with school wide supervision, such as loading/unloading buses.
12.	Assists with vocational assessment (interest and aptitude testing).
13.	Performs other duties as assigned by appropriate administrator.

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

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