

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

Revised: 9/08; 10/12; 6/18; 1/19;7/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, HAVEN Academy	<b>JOB CODE:</b> 436A
<b>DIVISION:</b> Academic, Teaching & Learning and Specialized Services	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> HAVEN Academy	<b>WORKDAYS:</b> 181
<b>REPORTS TO:</b> Building Administrator or Assistant Director Special Education	<b>PAY GRADE:</b> NH04, 5, 6, 7, or 8
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the teacher in working with the students in completing educational activities.	

**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 a passing score on the GACE/PRAXIS Paraprofessional Assessment Test Required
2.	Certification/License Required: Must maintain Georgia Paraprofessional Certificate; Certificate of satisfactory in one of the following workshops: Student Achievement Model Workshop, Student Achievement Model Intensive Intervention Workshop or one day training in dealing with aggressive youth
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to perform restraints and lift a student up to the 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; data analysis skills, ability to provide supervision of staff assisting in the intensive intervention room.

***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 therapeutic classroom.
5.	Supports the model used in all classroom settings to teach replacement skills.
6.	Provides individual assistance under teacher direction to children in learning, counseling, and classroom management situations.
7.	Assists in preparation for instructions under directions of teacher.
8.	Participates in daily debriefing and planning, to include IEP meetings and Team Treatment meetings.
9.	Assumes responsibility of continuation of program consistency while working with substitute teacher, when teacher is absent, using teachers previously prepared lesson plans.

10.	Participates in ongoing Staff Development Training Program, including, but not limited to, training in: Student Achievement Model, Reality Therapy, Life Space Interviewing, Classroom Management, Physical Restraint, and Instructional Strategies.
11.	Assists with the movement of students from one area of the school to another or to specialized positioning for instruction.
12.	Performs other duties as assigned by appropriate administrator.

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

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