



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

Revised: 2/87; 6/92; 1/94; 11/94; 10/95; 2/97; 11/06; 8/07; 11/07;  
3/12; 10/12; 4/16; 4/17; 6/18; 1/19; 6/21, 6/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Paraprofessional, Instructional	<b>JOB CODE:</b> 435A (Kinder), 435B(MS), 435C( HS), 435D (ES), 435E( Pre-K),
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> Leadership	<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> Works with students in completing educational activities under the supervision of the classroom teacher.	

#### REQUIREMENTS:

1.	Educational Level: Hold an associate 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; able to lift maximum 60 pounds; PE Paraprofessionals only-lessons frequently include demonstrating throwing, catching, kicking and striking; ability to get down on the floor and up again is frequently required to assist students; some movement of mats and equipment is expected
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.	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 test 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 appropriate administrator.

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

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