



EMPLOYEE NAME: _____

Revised: 2/87; 6/92; 1/94; 11/94; 10/95; 2/97; 11/06;
6/07; 7/07; 11/07; 3/12; 10/12; 4/17; 6/18; 1/19; 6/21

JOB DESCRIPTION

POSITION TITLE: Paraprofessional, ISS	JOB CODE: 435A, 435B, 435C, 435D
DIVISION: Leadership	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Leadership	WORKDAYS: 181
REPORTS TO: Principal	PAY GRADE: NH0 (4, 5, 6, 7, or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises students assigned to in-school suspension and aids with completing educational activities under direction of a teacher or administrator.	

REQUIREMENTS:

1.	Educational Level: Hold an associate’s degree or higher in any subject from a GaPSC-accepted accredited institution ; Have completed 2 years (60 semester hours) of college coursework above the remedial level at a GaPSC-accepted accredited institution with a grade of “C” or better; Hold a minimum of a high school diploma or GED equivalent and have passed the GACE Paraprofessional Assessment
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 a maximum 60 lbs.
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.	Provides appropriate instructional assistance and support for students based on lessons developed and provided by the teacher.
5.	Coordinates and communicates with classroom teachers in assisting students in the continuation of classroom assignments.
6.	Makes referrals on students in need of further remediation and/or counseling.
7.	Interacts with students, individually and/or in groups, to assist them in accepting responsibility for their behavior and for changing that behavior.
8.	Keeps current records on all ISS students and submits accurate paperwork on schedule.
9.	Assists with discipline record keeping.
10.	Maintains structure and discipline in the ISS room and directs the conduct of students in accordance with policies and procedure.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____