JOB DESCRIPTION

POSITION TITLE: Paraprofessional, LIFE/Corporate Classroom | FLSA: Non-Exempt
DIVISION: Academic | PAY GRADE: NHO (4, 5, 6, 7, or 8)
DEPARTMENT: Special Student Services | SALARY SCHEDULE: Paraprofessional
REPORTS TO: Special Education Supervisor | WORK DAYS: 183
JOB CODE: 436A

PRIMARY FUNCTION: Assists the classroom teacher with students to complete educational activities as directed.

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-service training related to position
3. Experience: None
4. Physical Activities: Routine physical activities that are 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 lift 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. Assists the Corporate Classroom teacher and/or related service staff in the planning, preparation and implementation of class activities.
3. Provides individual assistance to students in learning situations throughout the duration of the Corporate Classroom program.
4. Participates in program functions, field trips and extracurricular activities as indicated.
5. Assists with Corporate Classroom teacher with record keeping and data collection.
6. Participates in on-going professional learning.
7. Assists with student arrival, departure, and transition from one work/class location to another.
8. Assumes a lead role with the substitute teacher when the Corporate Classroom teacher is absent. Including monitoring students during Corporate Classroom teachers’ participation in IEP meeting or other activities/planning which require the teachers’ absence.
9. Assists with the movement of students from one area of the program to another or to a specialized position.
10. Assists the teacher in maintaining a sanitary environment.
11. Handles body fluids following universal precautions.
12. Assists in implementing Community Based Instruction (CBI) or Community/Campus Based Skills Training (CBST) without direct on-site supervision in accordance with State guidelines.
13. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________________________ Date ____________________

Signature of Supervisor ________________________________________ Date ____________________