

JOB TITLE: Paraprofessional – Migrant Education

REPORTS TO: Teacher, Federal Programs Director, and Principals

JOB SUMMARY: Provides one-on-one additional, differentiated, and accelerated instructional assistance to migrant students under the supervision of the students' teachers.

SUPERVISES: N/A

QUALIFICATIONS:

- **Educational Level:** Associates Degree or higher or sixty semester hours of college credit from an accredited educational institution or passing score on the Paraprofessional Assessment (Georgia Assessments for the Certification of Educators) to meet the No Child Left Behind (NCLB) requirement.
- **Certification/License Required:**
 - Valid Paraprofessional Certificate issued by Georgia Professional Standards Commission.
 - Training or experience in work with children.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to relate and work with students and adults in a positive manner. Possess basic English and Mathematic skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Ability to work cooperatively with colleagues. Ability to work with a diverse population. Ability to be flexible. Ability to maintain confidentiality.

PRIMARY JOB RESPONSIBILITIES:

1. Maintains a pattern of prompt and regular attendance.
2. Complies with System Cultural Diversity Guidelines in dealing with students, parents, co-workers and the public.
3. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
4. Maintains a high level of ethical behavior and confidentiality of sensitive student and parent information.
5. Maintains a professional appearance as appropriate for job responsibilities.
6. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
7. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
8. Limits personal business and phone calls during work hours.

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9. Takes direction readily in a cooperative manner from the supervisor.
10. Follows classroom teacher's strategies for reinforcing the academic skills of migrant students.
11. Processes and relays accurate information to teachers and parents.
12. Provides direct instruction to migrant students through a combination of individual and small group activities.
13. Provides information to the classroom teacher to assure coordinated provision of instructional and social services for migrant students.
14. Maintains and submits required migrant student reports.
15. Works closely with system recruiters to plan and coordinate migrant parent meetings to inform parents of the educational process.
16. Completes reports, documentation, duties, and other assignments in a prompt and professional manner.
17. Participates in in-service training at the school, system, and regional level.
18. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary shall be paid consistent on the System's approved salary schedule. Length of work year and hours of employment shall be established by the System.

EVALUATION:

Performance of this job will be evaluated by the Principal and/or Teacher.

EMPLOYEE STATEMENT:

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date