

**JOB TITLE:** Special Education Paraprofessional

**REPORTS TO:** Special Education Teacher and Principal

**JOB SUMMARY:** To assist the teacher of exceptional students or students with handicaps in performing assigned tasks in support of a quality educational program.

**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) requirements.
- **Certification/License Required:**
  - Training or experience in working with handicapped children.
  - Valid Paraprofessional Certificate issued by Georgia Professional Standards Commission.

**KNOWLEDGE, SKILLS AND ABILITIES:** Skill in working with handicapped or exceptional children. Ability to relate to and work with students and adults in a positive manner. Demonstrates effective oral and written communication skills. Possess basic English and mathematics 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. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to perform specialized health procedures after required training. Ability to deal with the unexpected in a calm and professional manner. Ability to handle sensitive information confidentially.

**PRIMARY JOB RESPONSIBILITIES:**

1. Assists the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials supporting instructional activities pre-planned by the teacher.
2. Schedules space for specialized instructional programs and coordinate the arrangement of equipment, desk, table, chairs, activity area and the like.
3. Examines short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.

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4. Follows appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
5. Assists the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
6. Maintains a clean and orderly environment for students.
7. Assists in the implementation of appropriate student behavior management techniques.
8. Manages time efficiently.
9. Provides student supervision as assigned.
10. Assists in maintaining the security of records, materials, and equipment.
11. Assists the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
12. Assists in assessing student progress as directed, including proctoring the administration of tests, grading papers, and maintaining confidential records.
13. Assists in evaluating program effectiveness and seek and suggest ways of continuous improvement.
14. Assists as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
15. Assists the teacher in completing requirements for grade reporting, scheduling conferences and recording results.
16. Provides instructional assistance as planned or coordinated by the teacher or administrator.
17. Assists students with personal hygiene, health, and safety issues or grooming if required.
18. Uses classroom management techniques conducive to an effective classroom environment.
19. Performs assigned clerical and bookkeeping duties.
20. Performs health procedures (medication administration, tube feeding, clean intermittent bladder catheterization) as assigned after completing required training.
21. Communicates effectively with the public, staff members, students, parents, administrators, and other contact persons using tact and good judgment.
22. Follows attendance, punctuality, and proper dress rules.
23. Ensures adherence to good safety standards.
24. Maintains confidentiality regarding school/workplace matters.
25. Models and maintain high ethical standards.
26. Demonstrates initiative in the performance of assigned responsibilities.
27. Maintains expertise in assigned area to fulfill project goals and objectives.
28. Participates successfully in the training programs offered to increase skill and proficiency related to assignment and the procedures use with handicapped or exceptional students.
29. Keeps supervisor informed of potential problems or unusual events.
30. Responds to inquiries and concerns in a timely manner.
31. Serves on school/system committees as required or appropriate.
32. Exhibits interpersonal skills to work as an effective team members.

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- 33. Demonstrates support for the school system and its goals and priorities.
- 34. Demonstrates initiative in identifying potential problems or opportunities for improvement.
- 35. Prepares all required reports and maintain all appropriate records.
- 36. Participates in cross-training activities as required.
- 37. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force 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 Special Education Teacher and Principal.

**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).”

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Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date