



*Where Excellence and Creativity Merge*

## **Fayette County Public Schools Human Resources Department**

205 LaFayette Ave., Building A

P.O. Box 879

Fayetteville, Georgia 30214-0879

# **Paraprofessional, Exceptional Children's Services**

**DESCRIPTION:** Support teachers in meeting the educational, behavioral and social-emotional needs of students.

## **REQUIRED QUALIFICATIONS:**

1. High school diploma or state approved high school equivalent
2. Completion of at least two years of study (60 semester hours) above the remedial level with a grade of "C" or better at a Professional Standards Commission approved accredited institute of higher education; or an Associate's degree or higher; or Present a passing score on the Paraprofessional Assessment
3. Excellent communication skills
4. Ability to follow verbal and written instructions
5. Proficiency in instructional technology
6. Desire to work with students with disabilities

## **PREFERRED QUALIFICATIONS:**

1. Experience working with students with disabilities

## **SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Demonstrate prompt and regular attendance
2. Maintain the confidentiality of all student records, reports and other documentation
3. Assist the teacher with the development and organization of appropriate instructional materials for use with students and ensure the availability of these materials prior to scheduled instructional segments
4. Provide small group and/or individualized instruction to students in accordance with lesson plans developed by the teacher
5. Assist the teacher with assessment of student performance (standardized and non- standardized testing) and other recordkeeping tasks
6. Monitor students before and after school and during other non-instructional transitional periods
7. Assist the teacher with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment
8. Assist students with health care procedures including hygiene and medications, as needed, for daily care
9. Assist students with physical needs including but not limited to feeding, toileting, repositioning, transferring catheterization, and mobility, as needed
10. Receive training and use appropriate restraint techniques
11. Assist the teacher in performing necessary clerical tasks
12. Attend professional learning and staff development activities as needed
13. Perform other duties as assigned and allowable by intended program

**REQUIRED DUTIES**

**& RESPONSIBILITIES:** The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

**PHYSICAL DEMANDS:** Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

**REPORTS TO:** Principal and/or designated school-based administrators

**SALARY:** Salary is based on Grade 3375 (185 Days/7.5 Hrs.) of the Fayette County School System's Classified Salary Scale. Employee benefits include health insurance, flexible benefits and retirement plans. Employer contributions are included with some plans.

**ADDITIONAL  
COMMENTS:**

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts, high school diploma or state approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).