

## Griffin-Spalding County School System

|                                                                                                           |                                                              |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Title: Paraprofessional</b>                                                                            | <b>Category: Support Staff</b>                               |
| <b>Job Details: 184 Days/Non-Exempt/Full-Time<br/>190 Days (Pre-K Only)</b><br>(See below for work hours) | <b>Reports To: Principal</b>                                 |
| <b>Updated: 12/08/2023    Reviewed: 12/08/2023</b>                                                        | <b>Salary Schedule: Classified    Pay Grade: (See Below)</b> |

### **JOB SUMMARY**

This position assists and supports by providing a quality instructional program for students.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Provides appropriate supervision for assigned students at all times to ensure safety and support.
- Completes all district and state face to face and online training as required
- Complies with all applicable district, State and Federal guidelines
- Provides cooperative and collaborative assistance with all stakeholders
- Assists with maintaining accurate records and reports
- Performs other related job duties as assigned
- Demonstrates a high level of professionalism, ethical behavior and confidentiality of student and teacher information which supports the mission, vision, and beliefs of the Griffin-Spalding County School System
- **Maintains prompt and regular attendance as physical presence on the job site is required**

### **Pre-K**

- Works closely with lead teacher to meet the needs of students
- Follows operating guidelines required by the Georgia Pre-Kindergarten Program and the Griffin-Spalding County School System
- Assists with all aspects of the daily routine, including distributing and collecting instructional materials, preparing and maintaining learning centers, and maintaining accurate student records
- Operates, inventories, and cares for equipment and materials used in the classroom
- Facilitates small group and independent activities to reinforce learning of concepts and skills initially introduced and outlined by the teacher
- Assists with data collection during small group and large group activities
- Assists with supervision of students during the school day to include emergency drills, assemblies, play periods and field trips

### **Work Hours: 8 hour workday**

### **Instructional**

- Works alongside and in collaboration with the teacher in organizing and preparing instructional materials
- Implements supplemental and supportive instructional strategies to students as designated by and under the supervision of the teacher
- Supports identified students or grade levels
- Works with individual students or small groups of students to reinforce and supplement learning of material or skills initially introduced by the teacher
- Assists with large group activities such as monitoring student progress, reading aloud and whole class discussions
- Guides independent study and remedial work created and assigned by the teacher
- Distributes and collects workbooks, papers and other instructional materials
- Checks notebooks, corrects papers and obtains/organizes pertinent instructional data as assigned by the teacher
- Assists with administering, scoring and recording achievement and diagnostic tests for students under the direction of the teacher

- Completes limited clerical duties assigned by the teacher to support instruction
- Operates and cares for equipment used in the classroom for instructional practices
- Assists with supervision of students under the direction of the teacher during the school day
- Performs (on a limited basis) other related duties within the school as assigned and performed by similarly situated personnel such as lunch duty, hall duty or bus duty
- Participates in professional development activities
- Meets with the supervising teacher and records meeting notes once a week at a minimum to discuss and plan duties for the following week
- Completes required documentation and data collection in a timely manner (including Title documentation)
- **Work Hours: Elementary—7 hour; Middle & High School—7.5 hour workday**

#### **Special Education (Exceptional Students)**

- Works alongside and in collaboration with the special education teacher in organizing and preparing instructional materials
- Implements supplemental and supportive instructional strategies to students as designated by and under the supervision of the teacher
- Works with individual students or small groups of students to reinforce and supplement learning of material or skills initially introduced by the teacher
- Assists with providing accommodations for students with disabilities
- Distributes and collects workbooks, papers and other instructional materials
- Checks notebooks, corrects papers and obtains/organizes pertinent instructional data as assigned by the teacher
- Assists with administering, scoring and recording achievement and diagnostic tests for students under the direction of the teacher
- Completes limited clerical duties assigned by the teacher to support instruction
- Operates and cares for equipment used in the classroom
- Assists with supervision of students under the direction of the teacher
- Performs related duties within the school as assigned such as lunch duty, hall duty or bus duty as it pertains to special education students
- Participates in professional development activities
- Assists or performs self-care tasks for students (as needed)
- Assists with toileting, diapering, food preparation, feeding, other self-help skills and delegated medical procedures as directed for the by the healthcare professional and/or Individualized Education Program.
- **Work Hours: Elementary—7 hour; Middle & High School—7.5 hour workday**

#### **Media**

- Assumes responsibility for operation of the media center and supervision of activities in the absence of the Media Specialist
- Operates and maintains media-related equipment
- Assists students and staff in utilizing and operating equipment
- Assists students in retrieving materials, finding information, or other activities
- Explains location and arrangement of resources to students and staff
- Operates the automation system and compiles circulation reports
- Assists in controlling status of books in circulation; checks on overdue books
- Assists in inventorying materials and equipment
- Shelves and maintains correct order of returned materials
- Assists in maintaining an orderly, neat and attractive learning environment within the media center
- Prepares displays
- Receives telephone calls and walk-in patrons
- Provides information and assistance or directs to appropriate staff member
- **Work Hours: 7.5 hour workday—High School Only**

## **ISS**

- Provides appropriate instructional assistance and support for students based on lessons developed and provided by the teacher
- Coordinates and communicates with classroom teachers in assisting students in the continuation of classroom assignments
- Makes referrals on students in need of further remediation and/or counseling
- Interacts with students, individually and/or in groups, to assist them in accepting responsibility for their behavior and for changing that behavior
- Keeps current records on all ISS students and submits accurate paperwork on schedule
- Assists with discipline record keeping
- Maintains appropriate structure and discipline in the ISS room and directs the conduct of students in accordance with policies and procedure utilizing Positive Behavior Intervention Strategies

**Work Hours: 8 hour workday—Middle & High School Only**

## **SUPERVISES**

- No Supervisory Responsibilities

## **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent **AND** pass GACE Paraprofessional Assessment **OR** Associate's Degree or two years (60 semester/90 quarter hours) of successful college coursework

## **PREFERRED QUALIFICATIONS**

- Bachelor's Degree
- Coursework in the field of education
- Classroom experience and/or proven ability to work well with children
- Experience with technology
- Experience with Microsoft Suite and Google for Education
- CPR Certified

## **COMPETENCIES NECESSARY TO DO THE JOB**

- Ability to relate to and work with students and adults in a positive manner
- Ability to work cooperatively with others
- Ability to maintain confidentiality
- Demonstration of fair and equitable management skills regarding students
- Effective oral and written communication skills
- Ability to utilize effective problem solving processes
- Ability to utilize applicable technology to support performance responsibilities
- Good organizational skills
- Ability to exhibit and maintain general and personal safety practices
- Personal responsibility for professional performance and growth
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

## **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.

## **PAY GRADE**

- GG —High School Diploma and GACE
- GH—Associate's Degree or 60 semester/90 quarter hours of successful college coursework
- GI—Bachelor's Degree

Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.