



Rockdale County Public Schools Employee Job Description

TITLE: PARAPROFESSIONAL

Job Information:

Division:	School-Based	Job Code:	435
Department / Office:	School-Based	Pay Grade:	9
Terms of Employment:	Position works 185 Days	Salary Scale:	Classified
Original Adoption Date:	February 1, 2022	Revised Date:	January 19, 2023
FLSA:	Non-Exempt	Location:	School Based
Retirement:	TRS		

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL:

Assist the teacher in the achievement of learning objectives by working with individual students and/or small groups to present or reinforce learning concepts.

JOB QUALIFICATIONS / REQUIREMENTS:

- Completed at least 2 years of study at an institution of higher education; obtained an associate's (or higher) degree; or met a rigorous standard of quality demonstrated through a formal assessment.
- Must obtain and maintain Paraprofessional Certificate issued by Georgia Professional Standards Commission.
- Ability to work effectively in the classroom with students and teachers, creating a positive learning environment.
- General computer proficiency.
- Ability to communicate effectively with staff, students, and parents. Bilingual preferred for ESOL position.
- Knowledge of first aid techniques.
- Physical demands - must be able to stand and walk the majority of the day; lift and carry twenty (20) to thirty (30) pounds frequently, and up to sixty (60) pounds occasionally; push or pull same amounts frequently. Job also requires frequent bending, stooping, and crawling.

JOB DUTIES:

- Is present at work every day and arrives at assigned time.
- Demonstrates an attitude and demeanor that contributes to an atmosphere of harmony and goodwill in the workplace.
- Interacts in a professional manner with students, staff, and school/district leaders.

- Works with individual students and/or groups of students to positively reinforce materials/concepts introduced by the teacher.
- Guides independent study, small groups, enrichment work, and remedial work arranged by the teacher. Assists teacher with the implementation of lesson plans.
- Assists with the preparation of materials for instruction, including the copying/duplicating of materials, construction of display/bulletin boards, learning centers, manipulatives, and other teaching aids.
- Assists teacher by performing necessary clerical tasks and routine record keeping.
- Assists with the supervision of students, including the maintenance of order in the classroom, library, halls, lunchroom, and school grounds. Supervises class when necessary.
- Assists teacher by setting up AV equipment for classroom use and assists with classroom housekeeping.
- Administers and grades examinations, and other work when applicable.
- Uses appropriate behavior management techniques to maintain a positive learning environment.
- Attends approved training sessions, staff development activities, and required meetings.
- Assists with special needs of students, i.e. sickness, first aid, absenteeism, and emotional needs.
- Provides support for special education inclusion students as indicated on IEP.
- Assists in safeguarding confidential materials.
- Adheres to all health and safety policies and procedures.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity of which the employee becomes aware.
- Performs other duties as assigned by supervisor.

PBIS - ADDITIONAL DUTIES:

- Serves students and staff by monitoring ISS classroom and Initiates parent contact if improper behavior occurs in the ISS classroom.
- Assists students with work assignments sent by classroom teachers and models appropriate positive behavior.
- Serves as a member of the school-level PBIS Team and demonstrates an understanding of the PBIS Framework.
- Assist the PBIS Coach with implementing a positive behavior action plan to address inappropriate behaviors.
- Collaborates with school counselor, P&I specialist, and other support personnel to identify and develop behavior interventions to include in the student's behavior action plan.
- Enters discipline referrals in the student information system and assists with development of discipline reports for PBIS Team meetings.

ESOL - ADDITIONAL DUTIES:

- Assists students with testing as directed by ESOL teacher - using appropriate methods, procedures, and protocol.
- Interprets school administrators, counselors, and teachers at conferences and IEP meetings.
- Translates school forms, school letters/newsletters as needed.
- Makes phone calls regarding transportation issues as needed.
- Interprets for parents, as needed. Assists with parent contacts, as directed by the ESOL teacher.

SPECIAL EDUCATION - Positions eligible for additional supplement:

- (1) EBD SC, all levels
- (2) MOID/SID/PID, all levels
- (3) Elementary MID, Self-Contained
- (4) Pre k special education classrooms

(5) 1:1, and Autism, all levels

ADDITIONAL REQUIREMENTS:

- Proven competency-based training in appropriate medical techniques and problem management; pediatric/adolescent CPR training required.
- Physical demands – lift and carry students up to a weight of 40 pounds without assistance and perform a two-person lift for over 40 pounds; be able to push/pull 20 to 100 pounds.

ADDITIONAL DUTIES:

- Provides individual assistance to students in learning situations in the school and the community.
- Performs specialized health care procedures including gastrostomy feedings and tracheotomy care (e.g., reinsertion of trach, suctioning)
- Implements Section 504 plan accommodations with fidelity where applicable.
- Assists with toileting, diapering, feeding, catheterizing, suctioning, and other needs where applicable.
- Assists with processing food according to individual needs.
- Assists with the movement of students from one area of the school to another, or to specialized positioning for instruction.
- Assists with instruction and/or therapy directed by Related Services personnel.
- Maintains a sanitary environment.
- Handles bodily fluids according to prescribed guidelines.
- Follows emergency procedures for shunt failures and/or seizures.
- Completes required records and maintains confidentiality.

CLASSROOM COACH FOR ELEVATE PROGRAM – Position is eligible for additional supplement:

ADDITIONAL REQUIREMENTS:

- Ability to manage student behavior and ensure engagement with the Elevate Teaching portal.
- Training on district platform for entering grades, student progress and attendance.

ADDITIONAL DUTIES:

- Responsible for streaming the Live Virtual Teacher into the classroom each day using the Elevate portal equipment and platform.
- Continuously monitor behavior, keep noise to a minimum and help keep students on track for effective instruction.
- Input student grades through district platform.

EVALUATION: Performance in this position is evaluated in accordance with the personnel policy on classified evaluations.

I have read and understand my job description and duties that I must perform in this job.

Employee Signature: _____ **Date:** _____

Evaluation Pairing: Yes