



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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Whitfield County School System Position Description

Regular Education Paraprofessional

POSITION:	<u>Regular Education Paraprofessional</u>	SALARY SCHEDULE:	<u>System-wide</u>
DEPARTMENT:	<u>Schools, Centers</u>	FLSA STATUS:	<u>Non-Exempt</u>
REPORTS TO:	<u>Principals</u>	CONTRACT TERMS:	<u>190 Days</u>

SUMMARY: Supports teachers in meeting the educational, behavioral, and social emotional needs of the students.

QUALIFICATIONS:

The incumbent 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. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures.

JOB DUTIES:

1. Provides small group and/or individualized instruction to student in accordance with lesson plans developed by the teacher
2. Assists teachers with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment
3. Assists teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks
4. Assists teachers with the development and organization of appropriate instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments
5. Other duties may be assigned

KNOWLEDGE, SKILLS & ABILITIES:

May require:

Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; schools system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.

Ability to assist with planning and developing course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school system and state guidelines.

EDUCATION AND/OR EXPERIENCE:



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High school diploma or High school equivalency required.

CERTIFICATES, LICENSES, PERMITS: Georgia Paraprofessional Certification

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Revised: 5-3-2018

PERFORMANCE FACTORS:

Physical Capabilities: Having the ability to talk, hear, see, crouch, reach, stand for sustained periods of time, walk for potentially long distances, push or pull with up to 10 pounds of force, grasp, feel, work primarily with fingers when needed, perform repetitive motions of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, harmonious relationships with co-workers, students, parents, the community and the public. Ability to be flexible relative to daily routines and to demonstrate sensitivity to the differences among diverse populations. Ability to maintain composure in stressful situations.

Mental Capabilities: Ability to maintain concentration in the presence of frequent distractions and to manage multiple tasks simultaneously with only few or no errors. Ability to prioritize tasks when short or unexpected deadlines are presented and make appropriate business decisions and complete work tasks without being given precise directives as to the work steps or the final project.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product. Ability to prioritize and simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attendance: Being at work on all scheduled days unless sick or receiving prior approval for personal or vacation leave. Arriving on time each day for work and for meetings you are to attend.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.



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