

## Whitfield County School System Position Description

<b>POSITION:</b>	<b><u>Paraprofessional (Exceptional Education)</u></b>	<b>SALARY SCHEDULE:</b>	<b><u>System-wide</u></b>
<b>DEPARTMENT:</b>	<b><u>Schools, Centers</u></b>	<b>FLSA STATUS:</b>	<b><u>Non-Exempt</u></b>
<b>REPORTS TO:</b>	<b><u>Principals</u></b>	<b>CONTRACT TERMS:</b>	

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

### **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. Assists students with physical needs including feeding, toileting, lifting, and mobility
2. Assists students with health care procedures including hygiene and medications as needed for daily care
3. In accordance with lesson plans developed by the teacher, provides small group and/or individualized instruction to students
4. Monitors students before and after school and during other non-instructional transitional periods
5. Assists teachers with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment
6. Assists teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks
7. Provides students with instructional support in the general education and special education settings.
8. Other duties as assigned

### **KNOWLEDGE, SKILLS & ABILITIES:**

*May require:*

**Knowledge of** children with disabilities ages 3-21; security and safety procedures; child development; first aid; and universal health precautions.

**Skill in** oral, written and interpersonal communications; establishing and/or facilitating individualized and group special education and vocational and community skills training programs; implementation of intervention programs for children and families; operation of basic office equipment; conflict resolution; basic mathematics; record keeping; classroom management; crisis intervention; and behavioral management.

**Ability to** provide individual and group instruction in the classroom; follow written and oral instructions and direction; maintain confidentiality; manage multiple tasks simultaneously; and operate basic office equipment including but not limited to copier, computer, and calculator.

### **EDUCATION AND/OR EXPERIENCE:**

Associates degree or high school diploma with passing score on GACE paraprofessional assessment.

**CERTIFICATES, LICENSES, PERMITS:** Georgia Paraprofessional Certification.

**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.