PARAPROFESSIONAL
Job Description

JOB INFORMATION
Department: Rutland Academy
Job Title: Paraprofessional
Latest Revision Date: October 2020

ORGANIZATIONAL STRUCTURE

Reports to:
Director/Supervising Teacher
Paraprofessional

EMPLOYMENT TERMS
Non-Contracted, FLSA Non-exempt, 10 month

JOB QUALIFICATIONS

Education
Two year degree or higher from an accredited institution preferred. High school diploma or equivalent required.

License/Certification
Must hold a valid paraprofessional certificate issued by the Georgia Professional Standards Commission or be able to obtain such certificate.

Skills
- Ability to work and interact well with children of all age levels;
- Effective interpersonal skills;
- Ability to remain courteous and professional in all job-related situations.

PRIMARY RESPONSIBILITY

Assist teachers and students by working with students individually or in small groups assessing performance, reinforcing instruction, motivating learning, assisting with classroom management, and other non-instructional functions.

ESSENTIAL JOB DUTIES

- Initiate concise, timely, and accurate communication with school staff;
- Respond to requests for information in a concise, timely, and accurate manner;
- Ensure that confidential and/or sensitive information concerning the school is only shared with appropriate personnel;
- Work with individual students or small groups of students to reinforce learning of materials or skills introduced and outlined by teacher/administration;
• Monitors student work and supervises curriculum-based strategies, behavioral progress, and make-up work as assigned by the teacher;
• Serve as the chief source of information and support to any substitute assigned in the absence of the teacher;
• Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities;
• Confers with teachers on a regular basis for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives;
• Follow direction and guidance from the appropriate therapist for the purpose of providing carry-over of therapy routines and/or strategies;
• Implement academic instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks;
• Perform clerical, classroom maintenance and instructional duties as assigned by teacher/administration;
• Alert the teacher to any problem or special information about an individual student;
• Supervise students during breakfast, lunch, morning/afternoon duty, recess, field trips, etc.
• Perform assigned non-instructional classroom duties such as toileting and clothing changes;
• Serve as a resource person at IEP meeting, when requested;
• Attend/participate in professional learning programs and regular required meetings;
• Implement/assist with physical restraint techniques;
• Perform other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to finger, feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time are occasionally required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.