



METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY

1870 Teasley Drive, S.E.
Smyrna, Georgia 30080
Phone: (770) 432-2404 Fax: (770) 432-6105



SUBSTITUTE PARAPROFESSIONAL JOB DESCRIPTION

Position: North Metro GNETS Special Education Substitute Paraprofessional of students with Emotional Behavioral Disorders and/or Autism Spectrum Disorders
Position may be located in Atlanta Public Schools, Fulton County Public Schools, or Gwinnett County Public Schools.

Minimal Qualifications:

- High School Diploma or GED

Preferred Qualifications:

- Associate or bachelor's degree and certification

Specific Responsibilities:

- Assist with providing academic, behavioral, and therapeutic supports serves inclusive of, but not limited to de-escalation, behavioral and therapeutic support services
- Assist with direct instruction of students in content areas
- Assist with instructing students using the Blended Learning/Station Rotation Model
- Assist with the implementation of individual and classroom behavior management plans
- Assist with the implementation of student Individual Education Plans (IEP)
- Assist with data collection
- Assist in the formal and informal assessment of students
- Assist the teacher in the preparation of educational materials for students
- Works individually with students and/or in small groups to help reinforce learning and behavioral goals and objectives
- Assist with all aspects of the daily routine including data collection, PBIS, distributing and collecting supplies, keeping attendance records, and grading quizzes as assigned
- Participates in lunchroom, recess, hall-monitoring, and bus duties
- Assists with preparing and maintaining bulletin boards and other learning centers areas for instruction
- Performs other duties as assigned by the appropriate administrator (ex. Teacher, Lead Teacher, Site Coordinator, GNETS Director, etc.)
- Crisis Prevention and Restraint Training certification is required for all North Metro GNETS employees.
- Ability to carry out student restraint procedures according to guidelines provided in training.
- Ability to lift objects and some running and climbing may be required. Requires ability to lift up to 25 pounds.
- Performs additional duties as assigned by the North Metro GNETS Site Coordinator and North Metro GNETS Director