

Coosa County Schools Job Description

JOB TITLE: PARAPROFESSIONAL

QUALIFICATIONS:

1. Two years college training or Work Keys certification.
2. Basic computer skills desirable.
3. Cleared background check through FBI and ABI processes.

REPORTS TO: Principal

JOB GOAL: To provide assistance to teacher(s) in the delivery of instruction for students.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Perform academic, therapeutic, and/or recreational tasks under the supervision of a certified teacher, as assigned.
3. Assist teacher(s) by checking student notebooks, computer work, daily written and oral assignments.
4. Assist with preparation of instructional aids, bulletin boards, and other learning displays.
5. Assist with non-instructional classroom duties such as snacks, breaks, feeding, personal hygiene/clothing needs, and other duties as directed.
6. Escort and supervise students during lunch periods, assemblies, physical education, on school bus, off-campus excursions, and testing as assigned.
7. Participate in staff development activities and paraprofessional training as mandated by the SDE and local Board of Education.
8. Follow and implement IEP and Behavior Intervention Plans.
9. Maintain proper and professional relationship with students, parents, other employees, and the public.
10. Respect the confidentiality of information pertaining to students, staff, and school system.
11. Assume other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Physical ability to assist students as directed.
2. Lift moderately heavy weights, up to 50 pounds, on a regular basis in some classrooms.
3. Climb, stoop, bend, push, balance, kneel, and reach with hands and arms on an occasional basis if required.
4. Adequate strength, mobility, dexterity, agility, and visual and aural acuity to perform required tasks.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.