

**JEFFERSON COUNTY BOARD OF EDUCATION**  
**Position Description**

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<b>POSITION TITLE:</b>	<b>Paraprofessional</b>
<b>OFFICE/DIVISION:</b>	<b>Jefferson County Board of Education</b>
<b>WORK LOCATION:</b>	<b>Various Schools within the Jefferson County School System</b>
<b>REPORTS TO (TITLE):</b>	<b>Classroom Teacher/Principal</b>
<b>QUALIFICATIONS:</b>	<b>Possess a valid paraprofessional certificate and meet other requirements as set by the Georgia Department of Education and the Jefferson County Board of Education.</b>
<b>DATE PREPARED:</b>	<b>02/2006</b>
<b>APPROVED BY:</b>	
<b>ANALYST:</b>	

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**FOR HR USE ONLY**

Salary Grade:

Classification:

**NON EXEMPT**

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**POSITION SUMMARY**

The primary responsibilities of the Paraprofessional are to assist the classroom teacher in the performance of duties and responsibilities as they relate to the curriculum and academic achievement of students. These duties are performed under the general supervision of the classroom teacher.

Instructional duties of this position may include conducting small group or individual classroom activities based on lesson plans developed by the teacher; assisting with supervision of students and assisting with student assessment; grading work; and collecting data on student progress.

The Paraprofessional also assists with routine record keeping; assists with preparation of materials for instructional purposes; locates, operates and returns needed equipment; assists with classroom housekeeping; assists in the ordering and inventory of classroom equipment and materials; and assists with school wide supervision, such as loading/unloading buses.

The Paraprofessional should maintain a neat appearance and possess a pleasing demeanor conducive to gain the respect of students and adults. This person keeps the classroom teacher and principal informed of developments in the area of responsibility and performs other tasks and assumes other responsibilities as the classroom teacher and/or principal may assign from time to time.