

Ware County School System
Job Description
Classified Personnel

Site: Elementary Schools
Position Title: Elementary Paraprofessional
Reports To: Supervising Teacher and Principal
Work Year: 180 days
FLSA Status: ☐ Exempt ☒ Non-Exempt

Primary Function: Supervision of assigned students and assistance in the facilitation of the instructional program as directed.

Qualifications:

- ☐ Educational Level: High School Diploma or GED with 2 years of post-secondary study or with a passing score on the GACE or Praxis Paraprofessional exam.
- ☐ Certification/Licensing: Valid Paraprofessional or Aide License
- ☐ Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills.
- ☐ Personal Skills: Pleasant personality and cooperative attitude.
- ☐ Physical Skills: Stamina to perform essential duties.

Essential Duties:

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Maintains confidentiality of sensitive information and materials.
11. Maintains a professional appearance as appropriate for job responsibilities.
12. Exhibits time on task, a flexible, cooperative and hard-working attitude.
13. Takes direction and guidance from supervisors in a cooperative manner.
14. Performs such duties as may be assigned.
15. Provides adequate supervision of students at all times.
16. Disciplines students with fairness and equity.
17. Assumes a leadership role in the absence of regularly assigned teacher.
18. Assists in routine classroom housekeeping responsibilities.
19. Assists in ordering/making inventory of classroom equipment, materials, and supplies.
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Important Notes

ESSENTIAL DUTIES

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name

Date

Signature of Employee

Print Supervisor/Principal Name

Date

Signature of Supervisor/Principal