## Ware County School System Job Description

Classified Personnel

Position Title: Elementary Paraprofessional Reports To: Supervising Teacher and Principal Work Year: As determined by approved work schedule 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 AND 2 years of post secondary study OR 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. S NI 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 S NI what is learned to the job; accepts new challenges in a professional manner. 5. Shows initiative and assumers responsibility for all aspects of job responsibilities. S NI 6. Performs routine duties and tasks with little or no direct supervision. S NI 7. Limits personal business and phone calls to a minimum during work hours. 9. Complies with school, system, state, and federal regulations and policies including the PSC S NI Code of Ethics, as related to job requirements. 9. Complies with school, system, state, and federal regulations and policies including the PSC S NI Code of Ethics, as related to job requirements. 9. NI 10. Maintains a professional appearance as appropriate for job responsibilities. S NI 11. Maintains a professional manner and materials. S NI		Site:	Elementary Schools					
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## <u>Important Notes</u>

## **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to <u>summarize the essential duties</u>, 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 Human Resources Director). It should also be noted the <u>order of performance responsibilities</u> 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 Employ	/ee						
Print Supervisor/Principal Name Date Signature of Supervisor/Principal											
Overall Evaluation Score:     Satisfactory   Unsatisfactory											
SIGNATURES: Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.											
Employee:		1	Date:	Comr Attac	nents hed:						
Evaluator:		1	Date:	Comr Attac	nents hed:						