

# Vacancy Announcement

## Washington County Board of Education

### Special Education Paraprofessional

<b>Job title</b>	<i>Special Education Paraprofessional</i>
<b>Reports to</b>	<i>Principal</i>
<b>FLSA Status</b>	<i>Non-Exempt</i>

<b>Classification:</b> Classified	<b>Term of Employment:</b> 10-month position
<b>CPI Job Code:</b> 453-Assist students with disabilities from ages 3-5 436-Assist teachers of students with disabilities instructional activities Ages 6-21	<b>Salary Scale: 150</b>

#### **Duties and responsibilities**

Assisting students with disabilities

- Assist teacher in planning, preparation, and implementation of class activities as described by Individualized Education Program
- Assists students, individually or in a group, with lesson assignments to reinforce learning concepts
- Assists the teacher in the record keeping and data collection
- Assists the teacher in the evaluation and assessment process
- Assists with the communication needs of student(s)
- Participates in school functions, field trips, and extracurricular activities as needed or when appropriated
- Participates in training specific to classroom needs
- Assumes a lead role with the substitute when regular teacher is absent
- Assists with arrival and departure of children.
- Assists with hall duty, lunchroom duty, and bus loading as directed.
- Participates in debriefing with teacher as necessary
- Assists with the movement of students from one area of the school to another or to specialized positioning for instruction
- Assists with the instruction and therapy directed by related support services personnel
- Assists with self-help skills, such as bathroom, diapering, and feeding when needed
- Performs other duties as assigned by appropriate supervisor

#### **Qualifications**

- Complete 2 years of study at an institution of higher education or
- Possess an associate's degree or
- Passed the State Paraprofessional Gace Test
- Will be required to obtain certification as required by the Professional Standards Commission within first 60 days of employment

#### **Working Conditions**

- Often work indoors. May work outdoors
- May occasionally be exposed to distracting noise levels
- Work near others, often within a few feet

## **How to Apply:**

Internal candidates, please send cover letter and updated resume to Human Resources Department attention Masha White or email to [mwhite@washington.k12.ga.us](mailto:mwhite@washington.k12.ga.us)

External candidates may apply online at [www.teachgeorgia.org](http://www.teachgeorgia.org) or submit a Washington County Board of Education application for employment, resume, and three professional references to Masha White or email to [mwhite@washington.k12.ga.us](mailto:mwhite@washington.k12.ga.us)

## **Position open until filled**

Washington County Board of Education is an Equal Opportunity Employer