



## Cirrus Academy Charter School Job Description

**Official Title:** Paraprofessional – Special Education | **Length of Work Year:** 182 days

**Summary Description of Classification:**

Under supervision of the classroom teacher, perform duties of assisting the teacher with providing comprehensive educational and functional training to students with disabilities.

**Minimum Qualification Standards**

**Knowledge, Abilities and Skills:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

1. Knowledge of basic subject matters such as arithmetic, English, grammar, and art.
2. Knowledge of the practices of teaching.
3. Knowledge of the operation of equipment and teaching aides utilized in the classroom.
4. Ability to follow oral and written instructions.
5. Ability to get along well with residents, students, prisoners, and/or staff.
6. Ability to maintain discipline and control disruptive behavior.
7. Ability to observe, assess, and accurately report the behavior of others.
8. Ability to learn rules and regulations.
9. Ability to communicate effectively.

**Education, Training and Experience:**

1. Highly Qualified Paraprofessional or completion of two (2) years of college.
2. Some experience working with children is desired.

**Certificate and License Requirements:** Valid Georgia Paraprofessional License.

**Physical Demands:** The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Ability to stand and walk approximately eight (8) to eight and one-half (8 1/2) hours of the day; ability to lift up to twenty (20) pounds frequently and over (100) pounds occasionally: ability to stoop, kneel, bend, climb stairs, crawl, crouch and stand for extended periods of time and move objects and materials. Crisis intervention may require participating in physical restraints. As needed must be able to lift and/or move non-ambulatory students using a Hoyer lift.

**Special Requirements:** None

**Paid Overtime (Y/N):** N

**Duties and Responsibilities:**

1. Assists teacher in maintaining an effective learning environment.
2. Follows teacher's directions to maintain a clean and orderly learning environment.
3. Effectively monitors behavior according to behavior modification and intervention plans.
4. Maintains awareness of student's whereabouts and assignments.
5. Provides the appropriate level of supervision of students during recreational periods, bus duty, field trips, and other assigned periods.
6. Continuously monitors the health and safety of students and becomes thoroughly familiar with their behavior and disabilities. Reports unusual symptoms to professional staff.
7. Assists in providing direct academic, supportive, and functional instruction to students as directed by the assigned teacher.
8. Makes or modifies instructional materials as specified by the assigned teacher and within the established timelines.
9. Operates duplicating machines and other equipment as needed to produce or reproduce program

related materials.

10. Provides appropriate physical care of assigned students to maintain their cleanliness, safety and comfort by providing appropriate instruction and direct assistance with toileting, dressing, and feeding (with utensils or tube feeding).
11. Consistently complies with departmental regulations on confidentiality.
12. Refer parents to the assigned teacher when they have questions or concerns.
13. Display appropriate interpersonal skills with teacher, staff and students.
14. Notify school and teacher as much in advance as possible when it is necessary to be absent.
15. Reports to assigned classrooms and duty stations as required by school schedule.
16. Dress professionally for the job.
17. Attend Professional Learning and in-service classes as required by the school or SPED Department.

**Class Established:**

**Date(s) Revised: 07/18**

Cirrus Academy Charter School will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation so long as the accommodation does not create an undue financial hardship for the district.