

Vacancy Announcement
T.J. Elder Middle School
Paraprofessional

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

Classification: Classified	Term of Employment: 10-month position
Job Code: 435 Paraprofessional Personnel Aide	Salary Scale: 148

Duties and responsibilities

- Conduct small group or individual classroom activities based on lesson plans developed by the teacher
- Helps with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, and grading quizzes as assigned.
- Assists with the supervision of students.
- Follows the direction of the supervising teacher in offering one-on-one assistance to students who need extra help.
- Assists with student assessment, grading work and tests and collecting data on student progress.
- Assist with routine record keeping
- Assists with preparing materials for instruction (including copying/duplicating materials, construction of displays/bulletin boards, learning centers, and manipulatives).
- Locates, operates, and returns needed equipment
- Assists with classroom housekeeping.
- Accompanies class on field trips and assists the teacher as assigned.
- Assists in ordering and inventorying of classroom equipment and materials.
- Assists with school-wide supervision such as loading/unloading buses.
- Participates in training programs to increase skills and proficiency related to the assignment.
- Performs other duties as requested by the principal or other 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

How to Apply

Internal applicants, please send a cover letter and current resume to Human Resources Department attention Masha White or email to mwhite@washington.k12.ga.us

External applicants may submit a Washington County Board of Education application for employment, resume, and three professional references to Human Resources Department attention Masha White or email to mwhite@washington.k12.ga.us

Classified Applications are available online at [www. https://www.washingtoncountyschoolsga.org](https://www.washingtoncountyschoolsga.org)

Deadline to apply: Thursday March 25, 2021

The Washington County Board of Education is an Equal Opportunity Employer