



## Pickens County Board of Education Job Descriptions

### **PARAPROFESSIONAL**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: State approved Days

REPORTS TO: Teacher

QUALIFICATIONS: To meet the regulations as set up from time to time by the local Board  
Demonstrated aptitude for the work to be performed  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation

#### RESPONSIBILITIES:

- Under supervision of licensed teacher, prepares for classroom activities.
- Works with small groups of students to reinforce materials initially introduced by the teacher.
- Assist individual children in need of special attention.
- Guides independent study, enrichment work, and remedial work set up by the teacher.
- Assist teacher with classroom duties as assigned
- As directed by the teacher, checks notebooks, corrects papers, and supervises testing and make – up work.
- Assists students with individual guided practice
- Assists small groups of students in the library
- Participates in professional development training program as applicable
- Any other duties as assigned