



Pickens County Schools

Job Descriptions

PARAPROFESSIONAL (Self-Contained) *(Contracted through ESS)*

Title/Position: Paraprofessional in Self-Contained Classroom

Retirement: Contracted Employees through ESS

Terms of Employment: 180 Days

Salary: \$15/hour contracted through ESS

Reports to: ESS & Principal

Qualifications:

1. To meet the regulations as set up by board.
2. Ability to attain a Paraprofessional certificate through the PSC.

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.
- Assists 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
- Perform clerical duties.
- Assist students with any daily living skills, including toileting, grooming, etc.
- Close proximity to individual student to insure safety
- Data collection
- Lifting, transferring student
- Mindset de-escalation and possible restraint
- Other duties and responsibilities as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Non-Exempt