

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: PARA-EDUCATOR/GENERAL EDUCATION AIDE

CLASS: Support Personnel	LEVEL: Aide
DEPARTMENT: School	SUPERVISOR: Principal and/or Teacher
SERVICE TYPE: Classified	FLSA: Non-exempt
SALARY: BCS Salary Schedule	TERMS OF EMPLOYMENT: 182 Days

JOB GOAL:

To provide assistance to teacher(s) in the delivery of instruction for students.

MINIMUM QUALIFICATIONS:

1. Two (2) years' college training or Work Keys certification.
2. Basic computer skills desirable.
3. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Perform academic, therapeutic and/or recreational tasks under the supervision of a certified teacher as assigned.
3. Works with small groups of student to reinforce and to re-teach, when necessary, material initially introduced by the teacher(s) as assigned.
4. Works with individual students who need individual attention as assigned.
5. Assists in the guidance of independent study, enrichment work, remedial help, and follow-up work as specified by the teacher(s).
6. Assists teacher(s) with student in rote memorization, reading, and storytelling activities as appropriate.
7. Assist teacher(s) by checking student notebooks, computer work, daily written and oral assignments.
8. Assist with preparation of instructional aids, bulletin boards, and other learning displays.
9. Assist with non-instructional classroom duties such as snacks, breaks, personal hygiene/clothing needs and other duties as directed.
10. Set up and store technological, audio-visual and other technical equipment for classroom use as assigned.
11. Escort and supervise small groups in activities as assigned.
12. Assist in the supervision of students during lunch periods, assemblies, physical education, off-campus excursions, and testing as assigned.
13. Maintain confidentiality of information as required by school policy.
14. Maintain and exhibit a high level of ethical and professional standards as expected of all personnel.
15. Participate in staff development activities and paraprofessional training as mandated by the SDE.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full day and additional time if required.
2. Basic computer skills preferred.
3. Knowledgeable of current instructional strategies to assist students desirable.
4. Ability to assist in the diagnosis of student academic problems and assist teachers in remediation.
5. Basic knowledge of discipline procedures and techniques acceptable under law.
6. Ability to organize and communicate effectively both orally and in writing.
7. Working knowledge of Board policy, state and federal laws related to the program.
8. Knowledge of emergency procedures.
9. Knowledge of safety rules and procedures.
10. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a team member.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Physical ability to assist students as directed.
2. Lift moderately heavy weights, up to 50 pounds, on a regular basis in some classrooms.
3. Climb, stoop, bend, push, balance, kneel, and reach with hands and arms on an occasional basis if required.
4. Adequate strength, mobility, dexterity, agility, and visual and aural acuity to perform required tasks.

EVALUATION:

Job performance for tenured personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.