

# Classroom ParaProfessional

The Jefferson County School System is seeking qualified Classroom ParaProfessionals. Currently, openings are available at all three elementary schools. General job requirements of a Classroom ParaProfessional are listed below. Qualified individuals may make application by submitting a letter of interest along with a detailed resume to the JCBOE. Applicants should provide at least three references. Please include copies of all certifications/licenses relevant to this position. Applications can be emailed to [vacancies@jefferson.k12.ga.us](mailto:vacancies@jefferson.k12.ga.us) or mailed to Jefferson County Board of Education, 1001 Peachtree Street, Louisville, GA 30434. The outside of the envelope or the subject line of the email should reference "Classroom Para."

## Classroom ParaProfessional

The primary responsibility of the Paraprofessional is to assist the classroom teacher in the performance of duties and responsibilities as they relate to the curriculum and academic achievement of students. These duties are performed under the general supervision of the classroom teacher.

Instructional duties of this position may include conducting small group or individual classroom activities based on lesson plans developed by the teacher; assisting with supervision of students and assisting with student assessment.

The Paraprofessional also assists with routine record keeping; assists with preparation of materials for instructional purposes; locates, operates and returns needed equipment; assists with classroom housekeeping; assists in the ordering and inventory of classroom equipment and materials; and assists with school-wide supervision as assigned.

## Minimum Qualifications

Possess or obtain a ParaProfessional License through Georgia PSC.

To be considered for a PSC Paraprofessional license one of the following requirements must be met:

1. Hold an associate's degree or higher in any subject from a GaPSC-accepted accredited institution.
2. Have completed two (2) years of college coursework (sixty [60] semester hours) above the remedial level with a grade of "C" or better at a GaPSC-accepted accredited institution.
3. Have passed the GACE Paraprofessional Assessment and hold a minimum of a high school diploma or GED equivalent.