



WESLEY INTERNATIONAL ACADEMY

JOB DESCRIPTION

INTERNATIONAL BACCALAUREATE • SINGLE GENDER • MANDARIN/CHINESE

JOB TITLE	Paraprofessional	REPORTS TO	Principal
CALENDAR	10-Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	08/14/2017

Purpose Statement

Under the general supervision of the Principal, provide assistance to the instructional program of Wesley International Academy. Support teachers and other instructional staff in meeting the educational, behavioral, and social emotional needs of the students.

Essential Functions

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provide individual and small group instruction in accordance with instructional lesson plan to reinforce learning of materials and skills initially introduced and outlined by certified staff.

Assist with daily classroom management activities to ensure students demonstrate behavior that is conducive to an effective learning environment.

Assist teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks.

Aid in creating strategies and instructional materials prior to scheduled instructional segments.

Monitor work, maintain student files, copy support resources, check and grade papers, prepare materials for students, assist with the set-up/clean-up of classroom activities, and operate multimedia equipment.

Serve as the chief source of information and assist substitute teacher in the absence of the regular certified staff.

Assist with the supervision and monitoring of social interactions during non-instructional activities such as bus duty, breakfast/ lunch, recess, student transition between activities, arrival/dismissal, specials/elective and field trips.

Facilitate appropriate social interactions amongst students by prompting, modeling, and reinforcing appropriate social behaviors in small group or classroom settings.

Assist in the follow through of planned behavior plans/interventions and provide reinforcement.

Perform other duties as assigned.

Minimum Qualifications

Education and/or Experience

Associates degree or minimum sixty (60) semester hours/ninety (90) quarter hours of college courses required.

Certificates, Licenses, Permits

Valid Paraprofessional Certificate issued by the Georgia Professional Standards Commission required.

Knowledge, Skills & Abilities

Knowledge of principles of child development, instructional processes; curriculum guidelines for the school; standardized testing; learning and behavioral management techniques, basic understanding of PYP and MPY curriculum; technology and ability to apply to assigned areas of responsibility; operation of office and audio-visual equipment; basic math, reading, language, science, geography, and social studies.

Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school discipline policies; assisting and counseling students with academic difficulties and behavioral problems; perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in both written and verbal form, use correct grammar, punctuation, spelling, and mathematics skills.

Ability to relate to and work with students and adults in a positive manner, work cooperatively with colleagues, follow written and verbal instructions, perform clerical tasks, plan and organize, be flexible and to maintain confidentiality; apply knowledge to assigned area of responsibility. Maintain confidentiality; interface and maintain effective relationships with staff in a team-oriented environment; problem solve; work in a highly demanding, stressful environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move and/or restrain school-age students and move equipment and/or supplies. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is frequently exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

General Performance Factors

All employees are expected to interact with others; concentrate; produce work under stressful circumstances; use independent judgment, organizational and decision making skills; attend work, complete all assigned duties in a timely manner, pay close attention to detail and interact with the public in a professional manner that is representative of Wesley International Academy. Non-exempt employees are required to receive written permission to work any time beyond 40 hours in a workweek. Any unauthorized time worked beyond 40 hours in a workweek may result in disciplinary action up to and including termination.

Terms of Employment

Ten-month work year. Salary and benefits shall be in accordance with compensation guidelines approved by the Board of School Directors and the Executive Director

Evaluation

Performance will be evaluated annually by the Principal or designee.

Disclaimer

This job description does not constitute an employment agreement between the employer and employee, and is not designed to cover or contain an exhaustive listing of all specific activities, duties or responsibilities that are required of the employee in this job. Essential functions, duties, and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

This job description has been approved by management.

HR: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____

Supervisor: _____

Date: _____