

## **VACANCY NOTICE**

### Washington County Achievement Academy Paraprofessional

<b>JOB TITLE:</b>	Paraprofessional		
<b>REPORTS TO:</b>	Building Director		
<b>FLSA STATUS:</b>	Non-Exempt		
<b>CLASSIFICATION:</b>	Classified	<b>TERM OF EMPLOYMENT:</b>	10-month position
<b>JOB CODE:</b>	435 Paraprofessional Personal Aid	<b>SALARY SCALE:</b>	148

#### **Duties and responsibilities**

- Conduct small group or individual classroom activities based on lesson plans developed by the teacher
- Helps with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, and grading quizzes as assigned.
- Assists with the supervision of students.
- Follows the direction of the supervising teacher in offering one-on-one assistance to students who need extra help.
- Assists with student assessment, grading work and tests and collecting data on student progress.
- Assist with routine record keeping
- Assists with preparing materials for instruction.
- Locates, operates, and returns needed equipment
- Assists with classroom housekeeping.
- Accompanies class on field trips and assists the teacher as assigned.
- Assists in ordering and inventorying of classroom equipment and materials.
- Assists with school-wide supervision such as loading/unloading buses.
- Participates in training programs to increase skills and proficiency related to the assignment.
- Performs other duties as requested by the principal or other appropriate supervisor.

#### **Qualifications**

- Complete 2 years of study at an institution of higher education or
- Possess an associate's degree or
- Passed the State Paraprofessional GACE Test
- Will be required to obtain certification as required by the Professional Standards Commission

**Start Date: January 9<sup>th</sup>, 2026**

#### **How to Apply**

Internal applicants, please send a cover letter and current resume to Human Resources Department attn: Tabitha Hatfield or email to [thatfield@washington.k12.ga.us](mailto:thatfield@washington.k12.ga.us)

External applicants may submit a Washington County Board of Education application for employment, resume, and three professional references to Human Resources Department attn: Tabitha Hatfield or email to [thatfield@washington.k12.ga.us](mailto:thatfield@washington.k12.ga.us)

Classified applications are available online at [www. https://www.washingtoncountyschoolsga.org](https://www.washingtoncountyschoolsga.org)

**Position open until filled**

**The Washington County Board of Education is an Equal Opportunity Employer.**