



Pickens County Board of Education Job Descriptions

INSCHOOL SUSPENSION PARA-PRO

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 180 Days

REPORTS TO: Principal/Designee

QUALIFICATIONS: Valid GA Para- Pro certificate

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Provide structured supervision and academic assistance for students who are assigned to in-school suspension.
- Assist students with assignments.
- Provide supervision at all times.
- Communicate with classroom teacher in a positive and effective manner.
- Work cooperatively with all staff members.
- Keep students on task.
- Maintain confidentiality of students.
- Provide feedback on students describing status to appropriate personnel.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.