

BURWELL PROGRAM

Direct all resumes and inquires to Steve Rains (Program Director)
307 Fort Drive LaGrange Ga. 30240
706-884-6001
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Job Description

TITLE: Paraprofessional

REPORTS TO: Program Coordinator

JOB OBJECTIVES: (Purpose of the position):

To work in a therapeutic classroom assisting the educational therapist as needed

ESSENTIAL JOB FUNCTIONS (Functions essential to attaining job objectives):

1. Work in therapeutic classrooms as an assistant to educational therapist
2. Provides individualized assistance to each child in learning tasks
3. Assists with children who lack self- help skills
4. Assists in maintaining physical control of students who cannot control themselves
5. Assist in preparation of materials for the classroom
6. Assist in preparation of classroom for the daily program
7. Assists in keeping reports of progress of each child in the class
8. Participates in treatment team planning for children in their classroom
9. Utilize physical restraint techniques with students when necessary
10. Other duties as assigned by program director
11. Perform such other tasks and assume such other responsibilities as the director may, from time to time, assign or delegate

JOB STANDARDS (Minimum qualifications needed to perform essential job functions):

High school graduate
Georgia paraprofessional license

JOB LOCATION (Place(s) where work is performed):

Program site

EQUIPMENT (Machines, devices, tools, etc., used in job performance)

1. Copy Machine
2. Computer
3. Personal vehicle

CRITICAL SKILLS/ EXPERTISE (Needed for this job specifically):

1. Communication Skills
2. Therapeutic interaction/ intervention skills
3. Application of physical restraint techniques

NON- ESSENTIAL FUNCTIONS: Marginal tasks performed by incumbent of this position

Location: LaGrange Ga.

