

Foothills Education Center

YCP Ft. Gordon Paraprofessional (1645)

JOB POSTING

Job Details

Posting ID **1645**
Title **YCP Ft. Gordon Paraprofessional**
Description **REPORTS TO: Site Managers**

QUALIFICATIONS: High School Diploma or higher. Valid Georgia PSC Paraprofessional Certificate or qualifications to obtain one.

JOB GOAL: Provide student monitoring and assistance

DUTIES:

- Monitor for appropriate use of equipment
- Gather equipment daily and put it in an appropriate charging station to ensure it is ready for the next day's instruction
- Report broken equipment
- Distribute needed instructional materials
- Familiarize themselves and follow Foothills procedures and protocols.
- Be at assigned duty stations on time
- Set high expectations of student behavior and monitor it throughout the day
 - Students should enter in a quiet orderly fashion
 - The classroom environment should remain quiet and well organized
 - Students should be dismissed in an orderly fashion
 - Monitor and record students who are late for instructional time
- Monitor student work
 - Move about the classroom monitoring to ensure students remain on task
 - Move about the classroom monitoring approved websites
 - Monitor to ensure no cheating occurs
 - Frequently monitor with Go Guardian to ensure students are on approved websites
- Work with Foothills site director and site managers to ensure students are performing at expected levels
- Assist with progress monitoring of special education students
- Perform other duties as assigned

Part-time \$21.00/hour; Maximum 19 hours per week; Monday - Thursday daytime hours.

Start Date: April 10, 2023

<i>Shift Type</i>	Part-Time	<i>Salary Range</i>	\$21.00 to \$21.00
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Support
<i>External Job Application</i>	Support	<i>Internal Job Application</i>	Support
<i>Location</i>	Foothills - Fort Gordon Youth Challenge Academy	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	09/21/2022	<i>General Start Date</i>	09/21/2022
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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