

The logo for Elbert County, Georgia, is a black silhouette of the county's shape. Inside the silhouette, the words "Elbert County" are written in a white, serif font. A thin black line extends from the bottom left of the silhouette towards the left edge of the page.

Elbert  
County

# Elbert County Schools

## ANNOUNCEMENT OF VACANCY

50 Laurel Drive  
Elberton, GA 30635

**Position:** Special Education Paraprofessional at ECMS

**Qualifications: -**

- Must possess at least High School Diploma
- Complete at least 2 years of study at an institution of higher education; OR obtained an associate's (or higher) degree; OR met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment.
- State Department of Education License
- Work experience preferable, but must have ability to perform the responsibilities listed below

**Responsibilities:**

- Works specifically within a Special Education Self Contained Classroom.
- Assists teacher with classroom activities.
- Assist in preparing displays, bulletin boards, and other instructional material.
- Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance befitting the job they provide the school system.
- Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Demonstrates appropriate communication skills as applicable for the job.
- Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
- Maintains confidentiality of sensitive information and material; adheres to chain of command.
- Participates in appropriate training, workshops and professional learning activities and applies what is learned to the job.
- Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
- Exhibits time on task, a flexible, cooperative, progressive and hard working attitude and style.
- Takes direction readily in a cooperative manner from the supervisor.
- Fulfills the obligations of additionally assigned supervisory duties.

**Effective Date:** Upon Approval of Board of Education

**Application Deadline:** September 2, 2011

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706-213-4059

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Equal Opportunity Employer