



Columbia County School District Job Description

Position Title: Paraprofessional		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Principal in accordance with Policy GBI - Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade C	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 180 days per year, 7 hours per day, (K-5); 190 days per year, 8 hours per day, (Pre-K)		
Reports to: Principal		

MINIMUM QUALIFICATIONS

Education: Must have completed two years of higher education study (54 semester hours or 90 quarter hours) OR must have obtained an Associate's or higher degree or must possess at least a high school diploma or GED equivalent and have passed a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing and mathematics, or instructing reading, writing, and mathematics readiness.

Essential Knowledge/Skills: Knowledge of child development; the ability to assist in instructing, reading, writing and mathematics; good interpersonal skills, clerical skills which include typing, duplicating, filing, keyboarding, and operating testing and instructional equipment; Knowledge of office and media equipment. Requires regular climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions. The physical requirement of this position is medium work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; Is subject to both environmental conditions: Activities occur inside and outside. May be exposed to infectious diseases; required to work in close proximity to children and others, which may involve physical contact by students on occasions.

Training: Required to participate in training necessary to renew a paraprofessional certificate as mandated by Rule 505-2-.19 of the Georgia Professional Standards Commission of the State of Georgia (O.C.G.A 20-2-215).

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

Primary Function:

The school paraprofessional is a support staff position working under the supervision of the classroom teacher(s). The paraprofessional has some decision-making authority as limited and regulated by board policy and state law.

Major Responsibilities and Duties:

Performed under the general supervision of the classroom teacher and may include but not be limited to the following:

A. Instructional

- Conduct small group or individual classroom activities based on lesson plans developed by the teacher.
- Conduct interventions for struggling students under the guidance of a teacher.
- Assist with supervision of the students.
- Assist with student assessment and collecting data on student progress.

B. Management

- Assist with routine recordkeeping.
- Assist with the preparation of materials for instruction (including the copying/duplicating of materials, construction of displays/bulletin boards, learning centers and manipulatives).
- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in the ordering and inventory of classroom equipment and materials.
- Assist with school wide supervision, such as loading/unloading buses.
- Other duties as assigned by the teacher and principal.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: December 2015