



Columbia County School District Job Description

Position Title: Transitional 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 F	Pay Type: Non – Exempt	Retirement: TRS
Contract Work Year: 180 Days Per Year, 8 Hours Per Day		
Reports to: Principal		

MINIMUM QUALIFICATIONS

Education: Must have completed two years of higher education study (60 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 the State of Georgia required Paraprofessional Assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing and mathematics.

Essential Knowledge/Skills: Commercial Driver’s License. Knowledge of Data Collection Procedures. Excellent oral and written communication skills.

GOAL

To provide assistance to teachers in transporting disabled students to job training sites and CBI activities, job skill training for disabled students and data collection

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Drives van for transition program. Takes students for CBVI and CBI.
- Acts as a paraprofessional on job site to train students in their particular work area.
- Documents data on each student every day.
- Maintains filing system for work related to transition program.
- Develops forms format for program.
- Coordinates Data Collecting sheets documenting progress or regress of students.
- Completes site analysis for job training.
- Other duties as assigned by the Principal and/or the Director of Special Services.

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