



## Columbia County School District Job Description

<b>Position Title:</b> Special Education Paraprofessional – Job Coach (Bus/Van Driver)		
<b>Department:</b> School	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the school principal in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade F	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 180 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> School Principal		

### MINIMUM QUALIFICATIONS

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 Georgia required Paraprofessional assessment that demonstrates knowledge of the ability to assist in instructing reading, writing, mathematics, behavior, readiness and adaptive skills.

#### Essential Knowledge/Skills:

- Commercial Driver's License
- Knowledge of child development/understanding nature of children.
- Knowledge of and the ability to assist in instructing reading, writing, mathematics and adaptive skills
- Strong technology/assistive technology skills
- Good interpersonal skills, emotional maturity, and patience
- Clerical skills which include typing, duplicating, filing, data processing, and keyboarding.
- Knowledge of office and media equipment
- Ability to follow the lead and directions of the supervising teacher as related to the academic and behavioral support of students with disabilities, and complete duties with minimal supervision.
- Excellent oral and written communication skills
- Knowledge of data collection procedures

### 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:

To secure job training sites within the community for students with disabilities; provide transportation to students with disabilities to job training sites and Community Based Instruction (CBI) activities; instruct students while at job training and/or CBI; take data on student performance while on the job site/CBI; effectively communicate with the special education teacher; serve as paraprofessional support to students with disabilities within the classroom when not participating in job training/CBI.

#### Major Responsibilities and Duties:

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

**A. Instructional**

- Plan and conduct small group or individual classroom activities to include one on one instruction, small group instruction and community-based instruction/community based vocational instruction based on Individualized Education Plan (IEP) goals/objectives.
- Assist with supervision of students.
- Implement the assigned student’s IEP and Behavior Intervention Plan, as designed.
- Assist with student assessment and collect data on student progress.

**B. Management**

- Collect and graph data related to IEP goals.
- Prepare materials for instruction sessions.
- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in the ordering and inventory of classroom equipment and materials.
- May assist with school-wide supervision such as loading/unloading of buses.
- Assist the assigned student with self-help needs (feeding, toileting, dressing, etc) as necessary
- Other duties as assigned by the teacher and principal.

**TRAINING**

Required to participate in 100 hours of 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). Required to participate in training provided by the special services department, as directed.

**PHYSICAL REQUIREMENTS**

May require regular lifting, carrying or transferring of 100 lbs; continuous standing, running, squatting, twisting, pushing, pulling and sitting on the floor to complete activities. Must be able to hear, see, follow instructions, and complete tasks with minimal supervision. To be successful, must have emotional maturity and be patient with students.

**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:** October 2018