



Columbia County School District Job Description

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| Position Title: Applied Behavior Analysis (ABA) 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 D | Pay Type: Non-Exempt | Retirement: TRS |
| Contract Work Year: 180 days per year, 8 hours per day | | |
| Reports to: Principal and Any Other Assigned Administrator | | |

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, or instructing reading, writing, and mathematics readiness. Requires 40 hours of training in applied behavior therapy and techniques and strategies and pass a formal assessment and performance test.

Essential Knowledge/Skills: Knowledge of child development/understanding nature of the child. Knowledge of and the ability to assist in instructing reading, writing and mathematics. Good interpersonal skills. Clerical skills which include typing, duplicating, filing, data processing, keyboarding, and operating testing and instructional equipment. Knowledge of office and media equipment. Knowledge and ability to apply Applied Behavior strategies and data collection as well as non-Violent Crisis Prevention Intervention strategies. Requires regular lifting, carrying or transferring of 50 lbs; continuous standing, running, squatting, twisting, pushing, pulling and sitting on the floor to complete activities. Must be able to hear talk, see, follow instructions and complete tasks with minimal supervision. To be successful, must have emotional maturity and be patient with students.

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). Participate in Applied Behavior Analysis training. Must successfully complete the Non-Violent Crisis Prevention Intervention course.

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 Applied Behavior Analysis 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. Maintain confidentiality of all student data.

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

- Plan and conduct small group or individual classroom activities to include one on one discreet trial and natural environment
- Instruction based on goals and objectives in the IEP.
- Assist with supervision of the students.
- Implement student Behavior Intervention Plans.
- Assist with student assessment and collect data on student progress.

B. Management

- Graphing data related to IEP goals.
- Prepare materials for instruction in therapy 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 buses.
- Assist students with self-help needs (feeding, toileting, dressing, etc) as necessary.
- Other duties as assigned by the teacher and principal.
- Will be observed by Special Services Facilitator.

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