

JOB DESCRIPTION

POSITION TITLE: Paraprofessional, Transition Academy, Community Based	JOB CODE: 436A
DIVISION: Academic – Support & Specialized Services	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Special Education	WORK DAYS: 181
REPORTS TO: Principal and/or Transition Specialist	PAY GRADE: NH0 (4, 5, 6, 7 or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Transition Academy teacher and the Transition Academy CBST Teacher/Trainer with students to complete educational activities in the classroom and in the community as directed.	

REQUIREMENTS:

1.	Educational Level: Associate Degree, two years of college credit (a minimum of 60 semester hours or 90 quarter hours and a 2.0 GPA), or passing score on the GACE Paraprofessional Assessment Test required
2.	Certification/License Required: Must maintain Georgia Paraprofessional Certificate which includes in-service training related to position
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 60 pounds without assistance; ability to perform a two person lift for students over 60 pounds; ability to stand up for periods of up to 3 hours
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Exhibits professionalism in all job-related situations; follows professional ethics in all work-related activities; presents a personal appearance which enhances the image of the school.
3.	Follows all county, state and federal policies and procedures.
4.	Assists the Transition Academy teacher and CBST Teacher/Trainer in the preparation and implementation of class activities, instruction, and/or therapy.
5.	Provides individual assistance and supervision to children in learning situations, both in the classroom and in community settings.
6.	Assists the teacher with record keeping and data collection, including taking and reporting data on student independence both in the school and the community setting under indirect supervision.
7.	Participates in professional learning activities.
8.	Participates in school functions, field trips, and extracurricular activities as needed.
9.	Assists with hall duty; assists with arrival and departure of students as directed.
10.	Assumes a lead role when the teacher is absent from the classroom.
11.	Assists with toileting, diapering, food preparation, feeding, other self-help skills, and delegated medical procedures as directed.
12.	Debriefs with teacher about daily activities.
13.	Assists with the movement of students from one area of the school or the community to another or to a specialized position.
14.	Assists the teacher in maintaining a sanitary environment; handles body fluids following universal precautions.
15.	Assists in implementing community based instruction or community/campus based skills training without direct on-site supervision in accordance with State guidelines.

16.	Maintains professional interaction with community site staff and advocates for increased independence of students in the community.
17.	Assists students, under indirect supervision, in making appropriate modifications/accommodations on the worksite or in community settings to maximize independence.
18.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____