

Coosa County Schools Job Description

JOB TITLE: PARAPROFESSIONAL/VAN DRIVER

QUALIFICATIONS:

1. Two years college training or Work Keys certification.
2. Basic computer skills desirable.
3. Valid Alabama Driver's license and insurable driving record with school fleet insurance.
4. Possess or obtain Commercial Driver License with required endorsements and school bus driver's certification.
5. Possess or obtain Managing Crisis Safely Certification.
6. Compliance with the drug screening requirements as prescribed by the Coosa County Board of Education policy.
7. Cleared background check through FBI and ABI processes.

REPORTS TO: Principal

JOB GOAL: To provide assistance to teacher(s) in the delivery of instruction for students, transport student(s) in van to and from school designated sites or provide assistance in transportation.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Perform academic, therapeutic, and/or recreational tasks under the supervision of a certified teacher, as assigned.
3. Assist teacher(s) by checking student notebooks, computer work, daily written and oral assignments. Work with students virtually.
4. Assist with preparation of instructional aids, bulletin boards, and other learning displays.
5. Assist with non-instructional classroom duties such as snacks, breaks, feeding, personal hygiene/clothing needs, and other duties as directed.
6. Escort and supervise students during lunch periods, assemblies, physical education, on school bus, off-campus excursions, and testing as assigned.
7. Participate in staff development activities and paraprofessional training as mandated by the SDE and local Board of Education.
8. Follow and implement IEP and Behavior Intervention Plans.
9. Drive a van to transport student(s) to and from school designated sites by prescribed route in a safe and courteous manner.
10. Perform daily inspection of van, maintain appropriate records and maintain the cleanliness of van.
11. Work with students virtually as scheduled during transportation process.
12. Work with students virtually or in-person on a Coosa County school campus when transportation services are not required.
13. Maintain proper and professional relationship with students, parents, other employees, and the public.
14. Respect the confidentiality of information pertaining to students, staff, and school system.
15. Assume other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Physical ability to assist students as directed.
2. Lift moderately heavy weights, up to 50 pounds, on a regular basis in some classrooms.
3. Climb, stoop, bend, push, balance, kneel, and reach with hands and arms on an occasional basis if required.
4. Adequate strength, mobility, dexterity, agility, and visual and aural acuity to perform required tasks.
5. Meet physical requirements to complete Managing Crisis Safely training.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.