

**GBBA-R Personnel Qualifications and Duties**

7/1/22

**RATIONALE/OBJECTIVE:**

All employees holding positions in the Cobb County School District (District) for which certification granted by the Professional Standards Commission is required must be eligible for certification prior to the effective date of employment and must maintain proper certification during employment.

**RULE:****A. PROFESSIONAL:**

Certified professional personnel are those employees whose salary is based on a certified teacher, a service, or certified administrator salary schedule.

**B. PARAPROFESSIONAL:**

Paraprofessional personnel are those employees whose salary is based on the paraprofessional salary schedule. A paraprofessional is defined as a person who may have less than professional-level certification, who relates in role and function to a professional and does a portion of the professional's job or tasks under the supervision of the professional, and whose decision-making authority is limited and regulated by the professional.

**C. RENEWAL OF CERTIFICATION:**

1. Employees whose certificates expire must meet State and District requirements for renewal or extension prior to the next school year. The District abides by state regulations concerning salary reimbursement and certification requirements.
2. Course work may be earned through District staff development or through equivalent college or technical school courses. Employees who complete courses at colleges and/or technical schools must submit official transcripts to the Human Resources Division prior to the expiration date of their certificates.
3. Professional Learning Units (PLU) and Staff Development Units (SDU) may be earned through attendance at conferences or workshops, or online opportunities offered by professional associations and approved for PLU/SDU credit by the credit by the Georgia Professional Standards Commission, Georgia Department of Education or the District.

**D. REQUIREMENTS:**

All certificated professional and paraprofessional employees must meet the requirements of District recognized incentive or grant programs; the Laws of the State of Georgia; the State of Georgia Board of Education (including State Standards), the State of Georgia Professional Standards Commission; applicable accreditation agencies; and the Georgia High School Association.

**E. TERMINATION:**

Employees not meeting these requirements may be terminated according to state law, Board Policy and District Rules.

**F. ADVANCE APPROVAL:**

Employees who seek advance approval for courses for which they are not certain will meet the District's requirement should submit a written request for approval to the Human Resources Division prior to enrolling in the course.

Reclassified an Administrative Rule: 9/1/04

Revised: 11/14/07

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCFC)

Revised: 7/1/22

Legal Reference

O.C.G.A. 20-2-0206

Alternative teacher certification program

O.C.G.A. 20-2-0200

Regulation by Professional Standards Commission (PSC); certification requirements; effect of unsatisfactory evaluation

O.C.G.A. 20-2-0982

Georgia Professional Standards Act - purpose

O.C.G.A. 20-2-0990

Legislative findings re: public education in Georgia

O.C.G.A. 43-44-0007

License requirements/exemptions for speech-language pathologists and audiologists

O.C.G.A. 43-44-0008

Requirements for licensure for speech-language pathology or audiology

Rule 160-4-8-.05

Guidance Counselors

20 USC 6319

Qualifications for teachers and paraprofessionals