

## Paraeducator - Behavior Specialist

### Purpose Statement

The job of Paraeducator - Behavior Specialist is done for the purpose of providing support to the instructional program with specific responsibilities for effecting positive behavioral change in students at multiple school sites; meeting special behavior needs of student; and complying with mandated policies, regulations and procedures.

This job reports to Assigned Supervisor

### Essential Functions

- Adapts classroom activities, assignments and/or materials for the purpose of supporting the teacher and classroom staff to create reinforcing classroom and highly structured environments that support special students.
- Assists students for the purpose of implementing student learning through completion of instructional activities.
- Assists in developing procedures and training materials for district staff working with special education students for the purpose of enhancing programs for students and ensuring that program operations are in compliance with regulatory requirements.
- Assists in administering programs and services for special education students for the purpose of ensuring individual student program implementation, progress documentation and compliance with established guidelines.
- Collaborates with teacher and other staff for the purpose of supporting student behavioral needs and implementing behavioral plans.
- Creates activities for ongoing learning for the purpose of maintaining classroom continuity.
- Maintains a variety of materials and documents applicable to behavior management services for the purpose of ensuring availability of items, providing written reference and/or meeting mandated requirements.
- Provides alternative accommodations for the purpose of developing and coaching strategies for the implementation of behavioral academic and social programs that address the needs of special education students.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; comparing results; facilitating meetings; handling hazardous materials; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; and communicating effectively with assigned students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic principles and practices of behavior techniques; techniques used in guiding and motivating students; child guidance principles and practices, especially as they pertain to students with learning disabilities; age appropriate activities/behaviors; business telephone etiquette; codes/laws/rules/regulations/policies; health standards; community resources; school safety and security practices; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: demonstrating understanding toward children with special needs; assisting students, teachers, staff in meeting educational goals of students with identified behavior needs; implementing daily functions calmly and safely; responding professionally to emergency situations; solving problems; applying techniques for necessary physical restraint of student behavior; applying identified behavior processes; working confidentially; working as a member of a team; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** One year of experience working with special needs students in an organized setting. Academic coursework, specialized behavior training and/or experience in behavior management techniques and strategies preferred.

**Education (Minimum):** High school diploma or equivalent.

### **Required Testing**

None Required

### **Certificates and Licenses**

Valid Drivers License

CPI Certification

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

District Mandated Training

### **Clearances**

Criminal Background Clearance

Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range I