

TITLE: Special Education Social Behavior Paraprofessional (Pathway to Change Option Room)

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Demonstrated aptitude for the work to be performed, i.e. good verbal and written communication, detail orientated and general computer knowledge.
3. Experience or understanding of secondary youth.
4. Experience with Microsoft Office Products; especially Word and Excel.
5. Able to lift 50 pounds.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Fairview Education Center Director (for contract supervision)

JOB GOAL: Provide necessary assistance so that the student(s) can be provided an environment in which to take full advantage of the instructional program and available resources.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students assigned to the Options Room.
  - a) Documents all referrals to the Options Room.
  - b) Provides on-going monitoring and feedback for students according to program guidelines.
  - c) Works with students to assist them in meeting exit criteria as set by program guidelines.
  - d) Assists students in recovering instructional control as needed.
  - e) Communicates with referring teachers to ensure accurate information is available to assist with problem-solving and skill development for each referred student.
  - f) Coordinates work assignments with classroom teachers for students assigned to the Options Room.
  - g) Maintains accurate records pertaining to the student's progress while in the Options Room.
  - h) Requests assistance in situations with the potential for dangerous or unsafe behavior.
  - i) Notifies appropriate school, law enforcement, and social service individuals when information is presented concerning child abuse or neglect, suicidal ideation, potential for harm to persons or property, or suspected use or possession of illegal substances.
2. Implements short-term intensive interventions with students assigned by the Options Room supervisor as specified in the program guidelines.
  - a) Informs the supervisor when assistance is needed and makes no changes to the protocol without first gaining approval from the supervisor.
3. Escorts students to and from class when needed.
  - a) Reports to supervisor those students who are out of place as a result of abuse of their hall pass.
4. Monitor daily student attendance at the Pathway to Change
  - a.) Provide initial notice to parents regarding truancy.
  - b.) Facilitate interventions with students, parents and school staff.
  - c.) Communicate with school staff regarding student attendance.
  - d.) Collaborate with administrative secretary/PTC Director to ensure accurate attendance records.
  - e.) Work weekly with the EDMAP coordinator to implement biweekly interventions
  - e.) Assist in post court monitoring.
5. Prepares and updates all social behavior charts as requested by the supervisor.
6. Ancillary duties - approved by supervisor.
  - a) Monitors hallways as time permits.
  - b) Monitors classrooms for teachers when no conflict with Options Room schedule exists.
  - c) Assists classroom teachers with support activities when no conflict with Options Room schedule exists.
  - d) Monitors lunchroom as time permits unless specifically assigned by supervisor.

7. Maintains on-going communications with supervisor and other teachers in a manner consistent with the goals and objectives of each student's IEP and service level guidelines.
8. Maintains MA billing for students at Pathway to Change.
9. Maintain confidentiality as per mandated data privacy laws.
10. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

[4-16-2014 / 7-14-2014]