

TITLE: Special Education Social Behavior Paraprofessional (Level III)

QUALIFICATIONS:

1. Demonstrated aptitude for the work to be performed.
2. High school diploma. Ability to lift 50 pounds.
3. Experience with Microsoft Office Products, especially Word and Excel.
4. Such alternatives to the above qualifications as the Special Education staff may find appropriate and acceptable.

REPORTS TO: Principal (for contract supervision) and
Special Education Lead Teacher (for job description 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 Behavior Room.
 - a) Documents all referrals to the Behavior 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 Behavior Room.
 - g) Maintains accurate records pertaining to the student's progress while in the Behavior 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 Behavior 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. Conducts classroom observations as assigned by the supervisor.
 - a) Completes Momentary Time Sample observations for students so scheduled.
 - b) Completes functional behavior observations for students so scheduled.
5. Prepares and updates all academic and 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 Behavior Room schedule exists.
 - c) Assists classroom teachers with support activities when no conflict with Behavior 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. Maintain confidentiality as per mandated data privacy laws.
9. 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.