

PARAEDUCATOR II – BEHAVIOR SPECIALIST

Classification: Instructional – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for instructional assistant positions with similar duties, responsibilities, classification and compensation. Instructional assistants assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The incumbent performs a variety of behavioral support duties to assist teachers in working with behavioral and emotionally challenged students in a structured learning center environment.

Part II: Supervision and Controls over the Work:

Works under the day-to-day direction of the staff member(s) supported. Teachers and/or educational staff associates provide specific directions and oversight. Behavior Specialist is responsible for being familiar with the school/district policies and procedures which govern their work, and for applying knowledge of IDEA and Section 504 requirements.

Part III: Major Duties and Responsibilities (depending on specific assignment):

Applies specialized knowledge and training in adolescent behavior management, modification and development in performing the following duties:

1. Provide support and one to one counseling to students in the structured learning center.
2. Guide students in the development of effective communication skills with teachers, parents and peers.
3. Coach students to use more appropriate responses to stress.

4. Collaborate with school personnel on identifying triggers and re-enforcers for problematic behavior.
5. Assist in monitoring progress of student behavior.
6. Demonstrate and tutor students in effective methods of dealing with conflict. Debrief with students after classroom or school conflicts.
7. Assist with student "check-ins" and "check-outs."
8. Encourage students to develop personal goals, especially pertaining to success in the academic setting.
9. Demonstrate how to de-escalate behavior when students are in frustrating situations. Assist students in de-escalation.
10. Provide input into the design and implementation of Functional Behavioral Assessments (FBA) and Behavior Support Plans (BIP).
11. Guide small groups of students to build positive peer relationships and social skills.
12. Work with families of students to support regular school attendance, build positive self-esteem and empower their child to succeed.
13. Connect families and students with community resources.
14. Collaborate with community agencies and service providers to support the healthy development of the student.
15. Organize family activities to build community.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Associates Degree or equivalent education and experience in counseling, social work, or related fields.

- Demonstrated successful experience in working with adolescents and applying communication, group facilitation, and behavior intervention skills.
- Possess strong interpersonal skills and ability to work effectively and collaboratively as a team member.
- Able to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Able to remain calm, focused and in control when working with students, parents, guardians, who may be emotionally upset.
- Able to work independently and to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate with a high level of effectiveness both verbally and in writing.
- Skill in the use of office and computer equipment and use of standard office software and student information system software.

Part V: Desired Qualifications:

- Two years of experience, or an equivalent amount or combination of university training that demonstrates the ability to work successfully with children in a learning environment.
- Bilingual and bicultural skills in a language common to the district.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must lift and/or move 25 to 50 pounds.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.
- The employee must be capable of operating vehicles and possess a valid state driver's license.