

# **Birmingham Community Charter High School**

## **Paraprofessional-Specialized**

### **Special Ed Department**

Title: Paraprofessional-Specialized  
FLSA Status: Non-Exempt  
Reports to: Administrative Director and Certificated Personnel  
Supervises: N/A

#### **DEFINITION:**

Under the direction of an assigned supervisor, provide support and assistance to classroom teachers in the development and implementation of behavioral interventions, related plans, and strategies for students with behavioral issues; participate in the implementation of individualized treatment plans to meet the behavioral and social-emotional needs of identified students.

#### **ESSENTIAL FUNCTIONS:**

- Provide support and assistance to classroom teachers in the development and implementation of behavioral interventions, related plans, and strategies for students with behavioral issues
- When not assigned to a specific student or under the direction of a supervisor, assume the duties of a classroom paraprofessional by assisting teachers in implementing lessons or portions of lessons to a student or a group of students, checking the accuracy of work, and presenting additional assignments as directed by a teacher.
- Confer with faculty and staff concerning student behavior, interventions and instructional activities
- Assist in assuring educational programs meet the intensive and changing needs of students
- Support the goals prepared by teachers using Applied Behavior Analysis (ABA) and Discrete Trial Instruction (DTI) methodologies; assist with targeted learning readiness skills including attending to task, imitation, compliance, following directions, contingency, learning from prompts and feedback
- Observe and support the behavior of students in the classroom according to approved policies and procedures as directed; encourage peer awareness and social interaction through play and group projects
- Assist in establishing and maintaining behavioral goals and objectives for individual students; monitor and assist with the adjustment of behavior intervention activities in response to student needs, behavioral problems and progress
- Implement behavior support plans and behavior intervention plans
- Collect behavioral data under the supervision of certificated staff
- Assist students with classroom assignments, homework and projects in various subject areas as required; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance
- Assist students with personal hygiene including changing diapers, and washing hands and face after play and eating activities
- Assist in the prevention and de-escalation of student crises; maintain classroom safety during crisis situations utilizing appropriate classroom behavior control techniques
- Communicate with faculty, staff and various outside agencies to exchange information and resolve issues or concerns
- Prepare a variety of records and reports related to students, behavior, incidents and assigned activities
- Document service notes into Welligent within the appropriate compliance timelines
- Attend and participate in various conferences and meetings as assigned
- Perform related duties as assigned

## Paraprofessional-Specialized

### KNOWLEDGE OF:

- Principles, practices, procedures and techniques involved in the development and implementation of behavioral interventions and related plans and strategies, including ABA, DTI, or Boys Town
- Student guidance principles and practices related to students with behavior issues
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Techniques for controlling aggressive behavior
- Child growth and development
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special needs
- Classroom procedures and appropriate student conduct
- Safe practices in classroom activities
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques

### ABILITY TO:

- Provide support and assistance to classroom teachers in the development and implementation of behavioral interventions and related plans and strategies for students with behavioral issues
- Participate in the implementation of individualized treatment plans to meet the behavioral and social-emotional needs of identified students
- Observe and control behavior of students in the classroom according to approved policies and procedures as directed
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Monitor and assist with the adjustment of behavior intervention activities in response to student needs, behavioral problems and progress
- Understand and relate to students with special needs
- Demonstrate an understanding, patient and receptive attitude towards students with an emotional disturbance, autism, AD/HD, or other behavior related disorder.
- Monitor, observe and report student behavior and progress
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Determine appropriate action within clearly defined guidelines
- Meet schedules and time lines
- Work independently with little direction
- Operate a variety of office equipment including a computer and assigned software

### EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency

And

Graduation from an accredited four-year college or university with a Bachelors' degree in education, special needs development, child psychology or a closely related field.

### SPECIAL:

- A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment
- Ability to communicate in a language in addition to English may be required for some positions

## Paraprofessional-Specialized

- A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment
- A valid California Driver License and use of an automobile may be required for some positions
- Nonviolent Crisis Intervention training must be conducted within the first year of employment and maintained through annual refresher courses

### EXPERIENCE:

Preferred: Training and experience in implementation of ABA and DTI principals; training and experience in collection of behavioral data; training and experience with programs that utilize positive behavioral supports.

### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate equipment
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and observe students
- Sitting or standing for extended periods of time
- Contact with dissatisfied or abusive individuals
- Some positions may require the ability to directly assist in the lifting or moving students who weigh up to 50 pounds
- Some positions may require the use multi-person lifting techniques and the use of mechanical lifting equipment to lift or move pupils who weigh in excess of 50 pounds
- Some positions may require to safely provide physical support to pupils of any weight to assist in their movement

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation

### Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

---

Employee Signature

---

Date