



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** BEHAVIOR INTERVENTIONIST PARAEDUCATOR  
**REPORTS TO:** Director of Special Education **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** School Days Only (SDO)  
**SALARY:** Range 37 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** June 21, 2018

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#### **JOB SUMMARY:**

Under the direct supervision of the Program Specialist and or Behavior Specialist, assist in the development, implementation and evaluation of the behavior analysis services at the assigned campuses. Assist in the development of individual behavior management plans for special education students; assist in providing in-service trainings which focus on the role of behavior analysis in planning the educational services for special education students; assist in developing and coaching strategies for the implementation of behavioral, academic, and social programs that address the needs of the special education students; and assist Program Specialist in implementing the School to Home Intensive Results (SHIR) services. Perform related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

Under the direct supervision of the Program Specialist and/or Behavioral Specialist, assist in performing any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

- Assist in the delivery of in-service trainings relative to the behavioral and educational programs and services such as Direct Instruction and applied behavior analysis, including discrete trial training, behavior plans and data collection programs.
- Assist in developing functional behavior analysis and assessment reports (FBA), Behavior Plans, (BSP) and Behavioral Intervention Plans (BIP) along with systems to collect, maintain, and evaluate behavioral and observation data for these assessments/programs.
- Assist Program Specialist and or Behavioral Specialist in reviewing SHIR Referrals, including that Tier 1 interventions have been completed with fidelity, attend SHIR meetings and keep information current, and assist in training case managers on collaborating with SHIR team.
- Assist Ed. Specialists and Instructional Assistants on how to complete a FBA, including data for a behavior intervention plan; and assist in developing and implementing the BIP and ensure fidelity.
- Assist in coaching staff in the effective implementation of the behavioral, academic and socialization training programs and data collection systems.
- Assist in providing additional reliability data on the implementation and delivery of academic and behavioral services to students, including procedures to help assure the reliability, validity, and effectiveness of the interventions of behavioral and academic programs.
- Assist in collecting and maintaining data regarding emergency behavioral procedures for students requiring specialized behavioral services.
- Assist in analyzing and evaluating the behavioral, academic and socialization needs of the students by conducting data-based observations of student's programs and summarizing and presenting data to the Program Specialist and/or Behavior Specialist.

#### **EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

### **QUALIFICATIONS:**

#### **Education/Training Experience**

- BA Degree; and must become certified in Crisis Intervention Program.
- Minimum of one year experience working with students diagnosed with Autism, Emotional Disturbance, Developmental Disabilities, severely handicapped, etc.

#### **KNOWLEDGE OF:**

- Strong critical thinking and problem solving skills.
- Strong interpersonal and communication skills.
- Understand the behavior needs of assigned student and to effectively relate to these needs in a learning situation.
- Methods, techniques and procedures to successfully complete necessary behavior management, and safety training.
- Familiar with Behavior support plans, data collection, and ABA methodologies.
- Learn the physical requirements and/or specific needs of assigned special education student.
- Understand and carry out both oral and written instructions in an independent manner.
- Maintain confidentiality of student records.
- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Basic computer operations and word processing software including Microsoft Word (current version).
- General record keeping and multi-tasking skills.
- Congenial telephone and communications skills.
- First aid and CPR procedures.

#### **ABILITY TO:**

- Work in a fast-paced, ambiguous and changing work environment.
- Work with general and special education teachers, administrative personnel and classified staff.
- Communicate effectively with school staff, students and parents.
- Use tact and discretion in handling confidential information.
- Demonstrate an understanding, patient and receptive attitude towards students with disabilities.
- Work with students from a diversity of socio-economic and socio-cultural backgrounds.
- Develop a positive rapport with students and parents.
- Understand the needs and learning styles of students including special education students.
- Write routine reports and correspondence; maintain detailed reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise sound judgment and work effectively under pressure to remain calm and patient in stressful situations.
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
- Analyze situations accurately and adopt an effective course of action.
- Follow directions and functions within school policies and procedures.
- Observe health and safety practices and procedures.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Administer first aid and CPR.

#### **PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Classroom and outdoor work environment.

- Vision sufficient to read fine printed material.
- Seeing to read a variety of materials and monitor student activities.
- Sufficient hearing and speech ability to carry on conversations in person and over the phone.
- Mobility sufficient to move about the campus and during off campus excursions and field trips.
- Stamina sufficient to sit or stand for long periods of time.
- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Upper and lower body strength sufficient to lift and carry objects weighing 30-20 lbs.

**LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must have a valid certification in basic First Aid and CPR issued by an authorized agency.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.