

SUNNYVALE SCHOOL DISTRICT

March 2015

CLASS TITLE: PARA EDUCATOR - BEHAVIOR TECHNICIAN

BASIC FUNCTION:

Under the direction of the assigned supervisor, the Para Educator - Behavior Technician will provide specialized instructional support and behavior services to students in specialized programs; assist teachers and behavioral staff with the preparation of instructional materials.

ESSENTIAL DUTIES:

Communicate effectively through various media with supervisor and other support staff.

Deliver discrete trial therapy based on the principles of Applied Behavior Analysis (ABA) to individual students.

Set up instructional area and prepare/develop learning materials.

Record data in each student's data collection binder.

Provide and use reinforcement as described directly by classroom teacher and/or supervisor.

Attend supervision/consultation meetings per Individualized Education Program (IEP).

Provide behavior intervention supervisor with information regarding the student's classroom behavior, progress and programming.

Assist individual students in developing skills which lead him/her to join the mainstream educational environment and to help the student acquire independent work skills.

Assist student transitions between different environments and activities.

Provide classroom teachers with information regarding student progress and behaviors.

Assist the teacher and other staff with behavioral management needs.

Monitor and assist individual students through structured and generalized skill lesson plans.

Instruct small groups of students to encourage appropriate social skills learning and to facilitate appropriate student interactions.

Attend to the personal care needs of some students including toileting, washing, feeding, etc.

Review daily lesson plans with instructional personnel; consult with behavior intervention supervisor regarding IEP goals.

Plan and follow the daily schedule developed in consultation with the behavior intervention supervisor, classroom teacher, specialist staff and parents in order to provide the necessary instruction maintaining appropriate timelines.

Assist student in the development of small muscle and eye-hand coordination activities.

Lead activities designed to help students achieve motor control and body awareness as instructed by OT, APE teacher and/or classroom teacher.

Supervise children on playground activities and support learning of related IEP goal objectives.

Assist student in the development of communication and socialization skills as instructed by behavior intervention supervisor.

Observe the behavior of students to see that they do not injure themselves or others, take data on student's behavioral incidences and consult with the supervisor as necessary.

Engage in physical and sometimes strenuous activities with students such as running, lifting, and weight shifting and positioning.

Operate a variety of instructional media and equipment and maintain an inventory of supplies and equipment.

Maintain confidential student records and files.

Attend meetings regarding student's needs and progress as requested.

Participate in crisis management training on an annual basis.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special needs.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Perform clerical duties related to classroom activities.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and relate to children with special needs.

Operate standard office and classroom equipment.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Possess a high school diploma *and* an AA degree from an accredited college or university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test). Experience working with students requiring a specialized learning environment. Desired knowledge of Applied Behavior Analysis (ABA) and Discrete Trial training.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Engage in sometimes strenuous activities with students including running, lifting, weight shifting and positioning.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Running and moving quickly.

HAZARDS:

Abusive and potentially harmful outbursts from students.

Potential for contact with blood and other body fluids.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between the Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between the Sunnyvale School District and California School Employees Association.