

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

STUDENT SERVICES WORKER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Type at prescribed rate of speed
- (3) Computer proficiency
- (4) Paraprofessional exam passing score or completed a minimum of 48 college credit hours
- (5) Registered Behavior Technician (RBT) certification required

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Director of ESE/Student Services

JOB GOAL

To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

NOTE: Student Services Worker may be assigned to ESE, Basic, Title I, Vocational Guidance, Media or assigned to perform clerical duties as needed to support school programs.

- * (1) Assist the teacher in preparing behavioral support materials and equipment.
- * (2) Assist the teacher in implementing positive behavioral interventions and supports.
- * (3) Collect information from parents and teachers through interviews and consultations as it relates to student learning and behavior difficulties.
- * (4) Conduct behavior assessments that include functional analysis, assessment of functional skills and assessment of potential reinforcers.
- * (5) Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
- * (6) Conduct informal and formal observations of students as part of the evaluation process.
- * (7) Participate in the development of appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
- * (8) Support school and district Threat Assessment Teams.

Student Services Worker (Continued)

- *(9) Provide student supervision as required by the teacher or administrator.
- *(10) Perform assigned clerical and bookkeeping duties.
- *(11) Compile required behavioral data and enter into the computer.
- (12) Participate in training programs and in-service.
- *(13) Plan and organize appropriate positive behavioral interventions and supports using guidelines established by the administrator.
- (14) Utilize classroom management techniques conducive to an effective classroom environment.
- *(15) Maintain a clean and orderly environment for students.
- *(16) Operate instructional equipment effectively.
- *(17) Establish and maintain records and files pertinent to assigned program.
- (18) Assist in maintaining positive relationships between the school and parents.
- (19) Contact parents at the direction of teacher or administration.
- (20) Answer telephone, route calls and take messages as directed.
- (21) Serve as substitute for teacher as directed.
- *(22) Assist in assessing student progress as directed.
- (23) Maintain confidentiality regarding student information.
- (24) Assist students with personal hygiene and / or grooming if required.
- *(25) Use effective, positive interpersonal skills.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently and / or to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities