

Sunnyvale School District
Position Title: Para Educator - Behavior Technician

Work days/month: 235 days/11 months

Salary: Range 28 (<https://www.sesd.org/Page/719>)

Basic Functions:

Under the direction of the assigned Supervisor, the Para Educator - Behavior Technician will provide specialized instructional and behavioral support to identified students with behavioral needs; implement programs as directed by the supervisor, collect data related to student progress, and collaborate with team members to support student progress.

Essential Duties & Responsibilities:

1. Following an assigned schedule of behavior support, implement behavioral programs and plans based on the principles of Applied Behavior Analysis (ABA) to individual students or small groups of students.
2. Assist individual students in developing skills which support them to join the mainstream educational environment and to help the student acquire independent work skills.
3. Assist student transitions between different environments and activities.
4. Provide and use reinforcement as described directly by the classroom teacher and/or supervisor.
5. Assist the teacher and other staff with behavioral management needs, including de-escalating crisis behavior.
6. Instruct small groups of students to encourage appropriate social skills learning and to facilitate appropriate student interactions.
7. Supervise students during unstructured activities (i.e. recess, brunch, lunch, etc.) and support learning of related IEP goal objectives.
8. Assist students in the acquisition of skills as instructed by the supervisor, including but not limited to self-help/hygiene (i.e. toileting, cleansing, feeding, etc.), communication, social skills, emotional regulation, sensory regulation etc.
9. Engage in physical and sometimes strenuous activities with students such as running, lifting, and weight shifting and positioning.
10. Communicate effectively through various media with supervisor and other support staff.
11. Provide supervisor with information regarding the student's classroom behavior, progress and programming.
12. Consult and collaborate with classroom teachers on a regular basis regarding student progress, behaviors, and strategies.
13. Attend meetings regarding student's needs and progress as requested.
14. 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.
15. Collect and record individual student data and file as appropriate using assigned collection system.
16. Set up instructional area and prepare/develop learning materials.
17. Participate in crisis management training and other trainings as assigned.
18. Review daily lesson plans with instructional personnel; consult with supervisor regarding IEP goals.
19. Maintain confidentiality, including student records and files, and comply with governmental laws and regulations, as well as District policies and procedures.
20. Supervises students in the classroom, on school grounds, and in the gathering areas, during community-based instruction, on field trips, and at special events.
21. Perform other related duties as requested by the supervisor.

Knowledge:

1. Knowledge of grade level and intervention curriculum, child development principles, and practices related to Special Education eligibility.
2. Knowledge of learning disabilities, emotional disturbances, autism spectrum disorders, and intellectual disabilities.
3. Basic subjects taught in District schools including, math, reading, writing, grammar and spelling.
4. Safe practices in classroom and playground activities.
5. Basic instructional methods and techniques, such as clarification and scaffolding.
6. Classroom procedures and appropriate student conduct.
7. Operation of standard office and classroom equipment.
8. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
9. Basic computer skills including email and district applications.

Abilities:

1. Constructively engage in rapidly changing behavioral situations.
2. Lead and facilitate small group instruction with minimal supervision
3. Communicate professionally and clearly both verbally and in writing.
4. Work cooperatively with diverse staff, students, and community.
5. Follow verbal and written instructions with minimal supervision and use good judgment.
6. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
7. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities
8. Perform a variety of clerical duties such as preparing, and duplicating instructional materials; maintaining student records and files; and recording student attendance as requested.
9. Foster understanding and build supportive relationships with children with additional support needs.

Education and Experience:

1. Possess a high school diploma.
2. An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have equivalent experience in the related field.
3. Experience working with students requiring a specialized learning environment.
4. Desired knowledge of Applied Behavior Analysis (ABA).

Required Licenses & Certificates:

1. Fingerprint clearance from the Department of Justice.

Working Conditions:**1. Environment:**

1. Campus-wide environment and community-based settings
2. Constant interruptions
3. Occasional interaction with emotional, dissatisfied, or demanding individuals.
4. Visit various school sites and departments as needed.

2. Physical Requirements:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting/standing for extended periods
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Engage in sometimes strenuous activities with students including running, lifting, weight shifting, and positioning.
7. Lifting, carrying, pushing or pulling up to 25 pounds.

3. Hazards:

1. Challenging behaviors from students in states of dysregulation
2. Potential 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 the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA)