

Job Title: PARA EDUCATOR BEHAVIORAL SUPPORT

Definition:

Under the direction of the Director and/or Coordinator, Student Services, or Site Administrator, will provide specialized assistance for students with behavioral difficulties throughout the Lancaster School District. Will follow specific instructions to address the individual needs of students through implementation of learned skills.

Distinguishing Characteristics:

Behavioral Support para-educators work individually and collaboratively with a wide variety of students, including those with specific behavioral difficulties or other designations such as autism or emotional disturbance. Students may be served by a special education teacher for a specified portion of their school day, with the balance of their day spent in general education classrooms. Behavioral Support para-educators may serve students on more than one school site.

Job Duties:

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

Essential Functions and Tasks:

1. Assist students in learning skills through utilization of behavioral techniques in the special education and/or general education classroom.
2. Implement Discrete Trial Training (DTT) techniques.
3. Monitor student progress with behavioral techniques and communicate this information to the classroom teacher.
4. Document progress with behavioral techniques and DTT.
5. Assist the classroom teacher with positive behavioral supports.
6. Utilize Non-Violent Crisis Intervention (NCI) techniques.
7. Perform other related duties, as assigned.

Non-Essential Functions and Tasks:

1. Maintain accurate records of assessment, attendance and/or other paperwork (documents), as required.
2. Operate computer and other necessary learning equipment.
3. Process and maintain confidential files, as required by State and Federal law.
4. Attend workshops and in-services provided or required by the district.
5. Use own vehicle for transportation between school sites. Requires current driver's license and auto insurance.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- DTT and other appropriate behavioral techniques for interacting successfully with special needs children.
- Basic math, simple record keeping.

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- Standard English usage, grammar, and punctuation.
- Computer and computer keyboarding.
- Child abuse laws and procedures.

Skill and Ability to:

- Relate effectively to and demonstrate receptive attitude toward children with exceptional needs.
- Work independently.
- Understand and follow oral and written directions from supervisor.
- Exercise good judgment in emergency situations.
- Work amicably and communicate effectively with all staff and parents.
- Maintain flexibility in the classroom, such as changes in staff, or individual student programs.
- Maintain professional confidentiality.

Training and Experience:

Minimum education and/or experience requirements are one of the following:

- Associate of Arts degree in Child Development, Psychology, or other related field of study
- High school diploma or equivalent and a minimum of twelve college units in such areas as child behavior, child growth and development, education, or psychology
- High school diploma or equivalent and a minimum of two years relevant full time experience in a special education classroom with satisfactory evaluations

In addition to one of the options above, verification of a minimum of six additional hours of in-service training, or three college units, in behavior modification, behavioral intervention, and/or DTT must be completed prior to employment, or completed within one year of employment.

Current certification in behavioral and instructional strategies as offered through workshops and seminars must be maintained in this position (Lancaster School District or SELPA certification are equally acceptable).

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground.
- Is subject to excessive noise.
- May be required to take and pass a physical examination.
- May require working with bio-hazards (bloodborne pathogens, human waste, etc.).

Range: 24

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Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending			X
Kneeling		X	
Reaching		X	
Stooping/Squatting		X	
Climbing		X	
Twisting			X
Pushing/Pulling		X	

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier		X	
Computer		X	
FAX Machine	X		