

## ***Core Educational Cooperative***

### **Job Description and Requirements**

#### **Special Education/Behavior Paraprofessional**

##### Requirements:

- A. Educational Level:
  - a. High school diploma or equivalent.
  - b. Praxis Certified or Associate's degree preferred
  
- B. Experience
  - a. Experience working with applicable age students who have behavior challenges
  - b. Experience working with students with special needs
  - c. De-escalation experienced
  - d. Successful experience working in an intervention setting as well as a classroom.
  
- C. Supervises
  - a. Children birth to 21 years old
  
- D. Physical Requirements
  - a. The position requires good physical skills in hand-eye/mind-eye coordination and hearing. The ability to use wrists, hands, and fingers in keyboarding and typing is essential. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.
  
- E. Other Requirements.
  - a. Excellent oral and written communication skills. Demonstrates skills in human relations, leadership, and conflict management. Demonstrates competency with computers and use of word processing, spreadsheets, and data entry. Demonstrates ability to work well with others.
  - b. Possess a valid S.D. Operator's Driver's License. Participate in professional development activities and implement training to enhance instructional skills, child behavior management strategies, and other educational strategies to improve student performance.
  - c. Travel. The amount of travel will depend on the needs of our thirteen school districts. Districts will be assigned by behavior analysts and or director.

##### Reports To:

Behavior Analyst

CORE Director

##### Receives Guidance From:

Behavior Analyst

CORE Director

##### **Essential Functions and Duties:**

1. Assists in providing instruction to behaviorally challenged individuals or small groups of students, reinforcing instruction as directed by the teacher.
2. Administers one-to-one intensive behavior intervention to students.
3. Actively participates in behavior intervention meetings and professional development.
4. Communicates with teachers regarding programs and materials to meet student needs.
5. Work with children with a wide range of disabilities, from mild or moderate to severe and/or multiple disorders.
6. Maintain professional relationships with school community stakeholders.
7. Assists students in developing self-help and self-advocacy skills as directed.
8. Assists in implementing specialized student plans (IEP, BIP, 504, HIP), as needed.
9. Directs student group activities as assigned.
10. Provides assistance with de-escalating student behaviors and reintegration back into the classroom.
11. Observe students, record data, share insights regarding changes in students' behavior, etc.
12. Demonstrate consultation and collaborative skills with the team, families, students, and peers.
13. Establish and maintain appropriate record-keeping procedures.
14. Monitor student progress and provide continuous feedback to teachers and parents to enhance learning.
15. Serve as a resource to school staff and the placement committee.
16. Provide transportation for students as required.
17. Understand and practice confidentiality with regard to the requirements set for in the Family Educational Rights and Privacy Act (FERPA).
18. Complete paperwork to assist with billing and determining the necessity of services within member schools.
19. Follows Board policies, district procedures, and contractual obligations.
20. Other duties as assigned by the Director.

**Working Conditions:**

<b>A. Inside</b>	<b>Outside</b>	<b>Both</b>
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**B. Climatic Environment:**

Typically, work is conducted in comfortable classrooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

**C. Hazards:**

Some classrooms, offices and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name