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Special Education K-12 Itinerant Behavior Paraeducator

DESCRIPTION

Working under the general supervision of the K-12 Coordinator and Instructional Facilitator with direction from the Behavior Specialist, the Special Education K-12 Itinerant Behavior Paraeducator will work with students to facilitate and support individual Behavior Intervention Plans. This individual must be able to provide their own transportation to assigned schools. School assignment is dependent on student needs. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

ESSENTIAL JOB FUNCTIONS

- Provide instructional support and assistance to the Behavior Specialist and the school-based instructional team who are implementing the Behavior Intervention Plans for students
- Support teachers and other members of the school-based instructional team in preparing instructional and behavioral support materials for students
- Provide data collection and clerical support to assist in tracking student progress and supporting Behavioral Intervention Plans
- Assist school staff in implementing Behavior Intervention Plans
- Assist with demonstrating behavioral interventions/strategies for the school-based team
- Attend monthly school-based and Department of Special Education team/staff meetings
- Prepare instructional materials
- Provide support for students transitioning between grade levels
- Provide support to transportation staff in the implementation of behavior plans while students are being transported.
- Other duties as assigned

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to demonstrate cultural sensitivity/awareness
- Ability to maintain confidentiality
- Ability to communicate clearly and concisely in both written and oral form
- Ability to act in a professional manner in all circumstances
- Ability to remain calm under trying circumstances
- Ability to be flexible when working with student and staff
- Ability to carry out assignments to completion
- Knowledge and understanding of positive behavior supports
- Ability to communicate problems affecting student's progress with the Behavior Specialist
- Ability to follow directions of the Behavior Specialist which may include supporting behavioral strategies presented to the school staff
- Proficient with a variety of office technology for communication, data collection, support logs.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent.

REQUIRED LICENSES AND CERTIFICATES

None

OTHER DESIRABLE QUALIFICATIONS

Previous experience working with children with disabilities.

Eagerness to work with students of all ages

Current certification or be willing to complete Safety Care Training

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