

HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Instructional/Behavior Support Paraeducator Special Education

Reports to: Special Education Coordinator
School/Department: Special Education/Itinerant
Pay Grade/Days: Instructional Support Pay Grade 3
Wage/hour status: Non Exempt
Work Days: 195
Created/revised: August 2016

Primary Purpose:

Working under the direction of the designated special education coordinator, the Special Education Support Paraprofessional works with campus teachers and paraprofessionals to support implementation in student's IEPs across a variety of educational settings. This includes both instructional and behavior support.

Qualifications:

Education/Certification:

- High School Diploma or GED
- Must apply for or have an educational aide certificate with SBEC.
- CPI training required and certification maintained.

Special Knowledge/Skills:

- Knowledge and awareness of disabilities and the impact on learning
- Skill in working well with all children, confidence to work with students from Kindergarten through 12th grade.
- Skill in collecting data efficiently and consistently
- Ability to proficiently communicate in the functional language of the individual to whom the intervener is assigned
- Ability to work as part of the IEP team
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials and employees, co-workers, outside organizations, parents, students, and the general public

Experience:

- Two years of verifiable experience working with students or parents (in public schools, private schools, church-related work, substituting, volunteering, etc.)
- Experience working with children exhibiting behavior challenges

Job Specific Responsibilities and Duties:

Student Management

1. Conducts job coaching for work-based learning on campus for high school students.



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2. Implements independent learning activities and strategies or assists group activities for students as appropriate and designated by teacher.

Major Responsibilities and Duties (all paraprofessionals):

Instructional Support

1. Under direction of the teacher, assists in adapting and preparing instructional materials necessary to meet student needs, aptitudes, and interests.
2. Keep Behavior Coordinator and teacher informed of special needs or problems of individual students.
3. Implement classroom management system developed for setting.
4. Implement / model classroom /school PBIS system.
5. Takes data on student accomplishments on a regular basis; assists teacher in record keeping and report preparation.
6. Assists teacher with the scoring/grading of objective testing instruments or work assignments.
7. Assists teacher in setting up displays of student work and/or bulletin boards.
8. Provide orientation and assistance to substitute teachers.

Student Management

1. Assists students in and out of the classroom setting, i.e. specials, playground, lunchroom, bus ramp).
2. Assists in transitioning from activity to activity, inclusion, and all placements.
3. Supports an effective climate for learning.
4. Assists in de-escalating students through careful management of verbal and non-verbal techniques. Model techniques for staff.
5. Encourages students to think independently and to express original ideas.

Policy, Reports, and Law

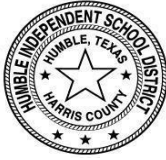
1. Compile, maintain and file all reports, records and other documents required.
2. Comply with policies established by federal and state law, State Board of Education rules and local board policy.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Executive Director of Special Education.
2. Attend professional growth activities to keep abreast of innovations related to position.
3. Attends district workshops and local conferences to keep abreast of instructional practices and improve job performance.



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4. Meets weekly with Behavior Coordinator/Instructional Specialist to discuss progress/concerns..
5. Performs clerical duties such as photocopying, duplicating, typing, filing, and answering the phone.
6. Assist teacher in maintaining a neat and orderly classroom.
7. Flexible in nature: willing to move to a different campus when notified by Behavior Coordinator.
8. Performs other duties as assigned.

Equipment Used:

Copier, computer, iPad, and audiovisual equipment

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress

Work with frequent interruptions in open and closed work areas

Deadline driven workload

District wide travel with occasional travel outside the district

Possible biological exposure to bacteria and communicable diseases.

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, and carrying with lifting at least 20 lbs

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Prolonged use of equipment and computer with repetitive hand motions and quick movements

Responds to after-hours emergencies as needed.

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date signed

Supervisor/Grant Manager Signature

Date signed