



## **Littleton Elementary School District Position Description**

**TITLE: Paraprofessional- Behavior Support Specialist**

**CLASSIFICATION: Non-Exempt GRADE 5**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To assist the Special Education Teacher with the education, care and development of students with severe emotional disabilities and other significant disabilities.

**PRINCIPLE DUTIES: (essential functions)**

- Provides behavioral, instructional vocational and developmental assistance to students who are disabled as prescribed by the supervising teacher or other certified professional.
- Applies basic practices of effective behavioral management, and assists in the teaching of problem solving skills to students as prescribed by the supervising teacher, guidance counselor or administrator.
- Assists with behavior management programs including monitoring and charting behaviors specific to individual behavior plans.
- Provides assistance in the learning area in dealing with behavioral issues by applying crisis intervention to students with aggressive behavior and restraining violent students as needed.
- Maintains all aspects and provisions of confidentiality related to Family Educational Rights and Privacy Act (FERPA).
- Assists the teacher in implementing the Individualized Education Program (IEP).
- Serves as a floater to various learning areas to assist in maintaining appropriate behaviors; responds to all crisis calls, assesses the situation, and follows through accordingly.
- Maintains accurate and complete records of student activities and behavior which may require the use of a computer terminal to enter student information and data; completes applicable forms, schedules and instructional reports as directed.
- Assists in the preparation of behavior modification plans, and teacher's preplanning sessions; provides input and assistance in the development of learning activities; prepares or assists in the preparation of instructional and vocational materials.
- Attends district professional development classes.
- Participates in the Medicaid reimbursement program which includes maintaining logs on students and attending scheduled training.
- Obtain and maintain Practitioner 2 Prone (2P) Physical Crisis Management Certification in accordance with certification requirements established by the Professional Crisis Management Association (PCMA).
- Maintain physical health and stamina necessary to physically manage aggressive students in accordance with PCMA.
- Implement individual behavior plans designed by the IEP team.
- Support students with behavioral needs as assigned.
- Other job related duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.  
Knowledge of classroom procedures and processes.  
Knowledge of methods and techniques to assist in instructing reading, writing and mathematics.  
Knowledge of safety rules and regulations.

Skill in monitoring and improving student behavior and learning skills.  
Skill in assisting children and special needs students, and assessing educational needs.  
Skill in maintaining composure, and working effectively under classroom conditions.  
Skill in using courtesy and respect in instructing students.  
Skill in communicating effectively in verbal and written forms.  
Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Work is performed in a classroom environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 40 pounds.

**MINIMUM QUALIFICATIONS:** Associate's Degree; AND one (1) year of experience working with children; OR High school diploma and certification by Arizona Department of Education (ADE) Paraprofessional (ParaPro) assessment; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

**REQUIRED LICENSE/CERTIFICATION:** First Aid & CPR  
Arizona IVP Fingerprint Clearance Card

**TERMS OF EMPLOYMENT:** Ten months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_