

Paraprofessional - Early Childhood Special Education Classroom

Reports to: Building Principal

QUALIFICATIONS:

1. Valid Ohio Educational Aide Permit
2. Experience working with behaviorally at-risk children preferred
3. Successful completion of BCI/FBI background checks
4. Meet NCLB requirements for paraprofessional status

POSITION DESCRIPTION:

Under the direction of the classroom teacher, support and implement an appropriate instructional program to meet the individual needs of students with disabilities as identified through the Individualized Education Program (IEP) process. This position is assigned to a classroom consisting of students who have Early Childhood impairments.

ESSENTIAL Duties and Responsibilities: (The below list is not ranked in order of importance.)

1. Ensures safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials and facilities
2. Implements specific behavior intervention plans
3. Implements a wide range of behavioral strategies (e.g. time out, manual restraint, required relaxation, response cost, overcorrection, crisis intervention etc
4. Implements positive reinforcement strategies (e.g. primary, tactile, verbal, social, activity, etc.)
5. Maintains a continuous system of documentation/information collection to measure individual student progress toward academic and behavior goals.
6. Assists personnel as necessary to provide support services to students
7. Assists in the process of transitioning students to less restrictive programming and/or educational environments
8. Assists with self-help skills (e.g. physically moving students and equipment, positioning students in specialized equipment, feeding students, and/or change diapers as needed)
9. Requires a significant amount of walking, bending, standing, stooping, and possible physical interventions in order to maintain a positive, structured learning environment
10. Demonstrates skill in prevention and redirection of disruptive behavior and crisis management techniques
11. Participates in crisis management training as arranged and assumes responsibility for periodic updates
12. Has ability to physically intervene with children (e.g. lifting, carrying, physically guiding)
13. Has ability to maintain composure under adverse conditions (e.g. verbal abuse, physical assault, spitting, etc.)
14. Due to the challenging behavioral needs of the assigned children, there may be some exposure to verbal and/or physical abuse.

15. Assumes responsibility for professional growth and development remaining current in the literature and best practices that inform the field
16. Participates in ongoing professional development opportunities
17. Demonstrates regular and predictable attendance
18. Maintains required license(s)

OTHER DUTIES AND RESPONSIBILITIES:

Performs all other duties as required or requested by the Classroom Teacher, Building Principal, Director of Exceptional Education.

KNOWLEDGE OF:

1. Basic knowledge of board policies and procedures; thorough knowledge and understanding of human behavior, learning, behavior analytic principles, autism; complete understanding of program goals and operational procedures.
2. Written composition and technical writing, record keeping, planning and organization, student performance evaluation, academic/life skills intervention, behavioral intervention strategies, crisis management techniques, collaboration, and public speaking.

ABILITY TO:

Implement the appropriate academic and behavioral intervention strategies; work with a broad range of students and personnel including school administrators, parents/guardians, teachers, counselors and other agency personnel; work independently and demonstrate self-initiative; manage time and impose structure as needed; organize and maintain a learning environment; manage disruptive students; mobilize resources and use a variety of intervention strategies

EQUIPMENT OPERATED:

Typical school technology as well as assistive technology (e.g., communication devices, etc.)

TERMS OF EMPLOYMENT:

Dates of the work period will be stated in the employment contract