

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Behavior Para-Educator

Classification: Para-Educator

Reports to: Building Principal, Certificated Teacher

PURPOSE STATEMENT

Support students whose have behavior challenges to the extent that they are unable to be in the general population. Individuals in this classification are required to work in a team environment with students who may be physically and verbally volatile. Employees must have strong de-escalation and communication skills.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Under the supervision of the certificated teacher, provide supplemental instruction in academics for individual and small groups of students who qualify for behavioral support;
- Knowledge of learning and instructional styles appropriate to assigned grade levels and individual students
- Complete tasks in a timely manner;
- Handling confidential matters and maintaining confidentiality at all times;
- Learn and scaffold student assignments;
- Adhere to established procedures, rules and regulations;
- Assist and encourage students in one-to-one and group settings to provide academic instruction and support;.
- Assist students in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior. (Interventions may include verbal de-escalation, physical containment or restraint, and/or management of behavior plans.)
- Assist teachers in the preparation of learning materials, including, but not limited to, making copies, bulletin boards, and visual learning aids;
- Administer tests and evaluating student progress;
- Grade assignments and tests as directed;
- Assist in the maintenance of student records and grades.
- Supervise students and enforce assigned area rules, correcting students as necessary to maintain a safe environment;
- Oversee student activities and safety;
- Inventory, order process and distribute materials;
- Assist students with special needs, academic improvement, behavior management, and other activities;
- Escort students;
- Assist students with personal care and/or health related support, e.g. tube feeding, eating meals, toileting, diapering, hygiene and/or administration of oral medication.
- Perform related duties as assigned; and
- Job Presence

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills;
- Strong mathematical understanding and skills;
- Ability to effectively engage and motivate small groups of students with a variety of learning and behavioral needs;
- Ability to learn and effectively implement new strategies for behavior management, and academic instruction;
- Ability to multi-task, be extremely flexible in rapidly changing circumstances;
- Ability to effectively assess and communicate student progress;
- Ability to maintain confidentiality;
- Ability to establish and maintain effective working relationships with a variety of staff, students, and the public;
- Ability to work collaboratively with peers; and
- Computer literacy skills (ability to enter assessment data, create reports, communicate effectively with teachers and parents using spreadsheets and word documents)

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

The behavior para-educator works in indoor and outdoor settings with individual and small groups of students in behavioral and general education classroom environments. The job requires sitting, squatting, kneeling, bending, running, walking and occasionally physically intervening with escalated students within the school setting numerous times a day. The employee is required on occasion, to physically lift up to 50 lbs unassisted. Interactions and stressors which exceed those of a typical classroom setting are present in this job. The employee must be able to address frequent interruptions and maintain focus on the targets for student behaviors.

Education and Experience

- High school diploma or GED (General Education Degree)
- Valid First Aid and CPR certificates required
- Prior experience working with students with social/emotional needs preferred

Special Requirements

- Must participate in required training on de-escalation, crisis management, and physical intervention (District Provided);
- Washington State Patrol and FBI Fingerprint Clearance
- Proof of Immunization;
- I-9 employment Eligibility in compliance with the Immigration Reform Act;
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment/HIB Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

First Aid/CPR Certification
Right Response Training

Certificates

FLSA Status:
Non-exempt

Salary Range: Per PSE Schedule A

Classification History

Job Description Developed: 5/19/16

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.