

SUPPORT PROFESSIONAL IN-TRAINING**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Bachelor's degree in a Human Service Field, OR an individual who is currently enrolled and is within 15 semester credits or equivalent to complete their bachelor's degree from an accredited institution in a human service field and working toward becoming an intervention specialist. Limited to 18 successive months.
2. Course work in the areas of psychology, social work, special education, counseling, rehabilitation, etc.
3. Previous experience working with children and adolescents.
4. Emotionally mature and stable.
5. Demonstrated aptitude for the work to be performed.
6. Pass a criminal history background check.
7. Able to perform assigned tasks.
8. Ability to work with students, staff, and building/district administration.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Director of Special Services

Supervises: N/A

Job Goals:

To assist students with behavioral or emotional disabilities by implementing services as prescribed by the students Individual Education Plan. To prepare students to participate in other therapies and learning opportunities with a demonstrated decrease in behaviors that interfere with learning, by providing individualized comprehensive proven interventions used on a short term, one-on-one basis that produce measurable outcomes which diminish behaviors that interfere with the development and use of language and appropriate social interaction skills or broaden an otherwise severely restricted range of interest.

Essential Duties and Responsibilities:

1. Delivers interventions in the area of appropriate school related behaviors and interpersonal skills.
2. Collects and reports progress data to supervisor.
3. Attends school meetings concerning assigned students.
4. Provides support related to activities of daily living in areas such as personal hygiene, transportation and money management.
5. Assists students in organizing materials and class assignments.
6. Listens and resolves student issues and/or refers to the Building Administrator.
7. Provides prompts to assist students in managing behavior.
8. Furnishes guidelines and prompts to assist the students in appropriate social behavior.
9. Functions as a member of a team of people providing assistance to the student.
10. Tracks billing for all Medicaid eligible students.

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11. Maintains high standards of ethical behavior and confidentiality.
12. Has regular and predictable attendance.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be up to 7 hours per day; up to 180 days per year. Work hours to be established by the Director of Special Services. Salary placement will be in accordance with the current classified staff salary schedule guidelines. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Director of Special Services or their designated representative in accordance with board policy.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, and use repetitive hand/arm/shoulder movement. The employee is occasionally required to stand; have sufficient hand, arm and finger dexterity; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. The employee may also be required to drive an automobile.

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

The noise level in the work environment is usually moderate, but on occasion can be loud.

SPECIAL SERVICES

FLSA Status – Exempt

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Reviewed 8/19 Revised

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

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