

Goodhue County Education District #6051

I. General Information:

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| 1. Position Title: | Setting IV Paraprofessional |
| 2. Job Classification: | Behavior Assistant |
| 3. Work Location: | Goodhue County Education District |
| 4. Job Description Reviewed: | 2015 |
| 5. Reports to: | Setting IV Assistant Director |

- II. Position Purposes:** To provide behavior management services to students under the supervision of the Setting IV Assistant Director.

III. Primary Tasks

Tasks

- 1. Supervise students under direction of special education teacher.**
- 2. Identify and participate in activities to improve performance and knowledge of the position.**
- 3. Participate in development of Individual Education Plan (I.E.P.), parent conferences and staff meetings.**
- 4. Assist with completion of program support documentation.**

Authority to Act

- 1.a. Assist with overall behavior management of students.**
- 1.b. Report to supervising teacher student progress and/ or issues.**
- 1.c. Provide for overall safety of student.**
- 1.d. Intervene and correct inappropriate behavior of as identified and prescribed by specific methods.**
- 1.e. Transport students in school vehicle as assigned by supervisor.**
- 1.f. Provide assistance in physical restraint of a student after appropriate training has been provided.**
- 2.a. Assist in identifying staff development needs with supervisor.**
- 2.b. Participate in workshops, seminars and other activities to enhance knowledge and job performance.**
- 2.c. Assist in development of job's annual goals and evaluation of performance.**
- 3.a. Assist in development of I.E.P. goals.**
- 3.b. Under direct supervision of special education teacher implement I.E.P. objectives and supplementary lesson plans.**
- 3.c. Document and report performance progress of students to staff in staff meetings.**
- 3.d. Assist in agenda development and attend staff meetings.**
- 4.a. Assist with data collection including reporting of daily point and level system.**
- 4.b. Report student attendance and lunch count.**
- 4.c. Support I.E.P. development and due process procedures at direction of the Assistant Director.**

IV. Nature and Scope:

- 1. Working Conditions:**
 - A. Assigned to Setting IV Program.**
 - B. Supervision: Primary direction by program counselor and supervision by the Assistant Director.**
 - C. Evaluation: Primary evaluation by the Assistant Director.**
 - D. Letter of appointment: Specific hours, days per week and number of days per year.**
 - E. Terms of Employment: According to Goodhue County Education District Conditions.**
 - F. This job description is not necessarily all-inclusive in terms of work detail.**
- 2. Relationships: This position is part of a team delivering services to handicapped learners. The educational assistant may have direct contact with teachers, parents, learners, support personnel, bus drivers and other assistants depending on established parameters of the position. All relationships are necessary for a smoother operation and team functioning. All must be handled as a team and everyone's input is communicated at staff meetings, meetings with support personnel and at I.E.P. meetings.**
- 3. The Skills/Qualifications:**
 - A. Education/Experience: High School Diploma**
 - B. Must be Highly Qualified (2 year degree or pass Para Pro Test)**
 - C. Experience with students with handicaps preferred.**
 - D. Patience, creativity, flexibility, sense of humor, consistency, communication skills, observation skills and positive attitude needed.**
 - E. Ability to take direction from various professional teaching staff involved with the learner.**
 - F. Knowledge of following helpful: CPR, first aid, therapeutic management, behavior management, WSI, arts and crafts.**
 - G. Curriculum modifications and pre-vocational/vocational skills training.**
 - H. Work in subordinate position implementing written and verbal direction/charting of learner education as related to the I.E.P.**
 - I. Maintain confidentiality.**
 - J. Ability to lift up to 50 pounds.**
- 4. Freedom to Act: The educational assistant must have freedom to discuss and make suggestions pertaining to students and overall student program. They must be seen as one of the team in decision-making. Educational assistants have a right to request supervisor time to help in problem solving or task clarification. The educational assistant should contribute verbal and written information about student progress and the development of I.E.P.'s.**