



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Behavior Intervention Paraprofessional (BI Para)

JOB SUMMARY:

To assist teacher in providing appropriate educational support while maintaining a safe learning environment.

QUALIFICATIONS:

1. Must have an Associates degree or 32 college credits, or pass the Praxis test for paraprofessionals
2. Successful experience working with children
3. Ability to lift the assigned school aged student for assisting when appropriate
4. Complete other trainings as directed by Supervisor(s) to include Autism and positive behavior supports.
5. Ability to maintain a positive learning environment
6. Excellent organizational skills
7. Excellent interpersonal and communication skills
8. Able to work under deadlines
9. Maintain confidentiality of staff and students
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
11. Growth mindset
12. Effective use of de-escalation skills when working with frustrated parents, students, or staff
13. Adept at building capacity and empowering self-efficacy in others
14. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO:

Building Principal and Special Education Teacher

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Maintain confidentiality.
2. Work cooperatively with supervisor(s), co-workers, students, parents, building staff, and district staff.
3. Refer all parent concerns to supervisor.

Initial & Date _____

4. Implement educational programs as designed by the certified/licensed teacher or related service provider.
5. Alert the teacher to special needs of individual students.
6. Collect student performance data as directed by the teacher or related service provider, score objective tests and papers, and maintain appropriate records.
7. Serve as a resource person to the educational team.
8. Participate in daily and long range planning.
9. Conduct educational activities with small groups or individual children as directed in a variety of settings.
10. Provide escort and assistance (i.e. feeding, toileting, discipline) to children as necessary.
11. Supervise children in hallways, lunchroom, and playground.
12. Assist the teacher in maintaining an orderly learning environment (i.e. bulletin boards)
13. Operate and maintain classroom equipment.
14. Assist in the preparation of instructional materials.
15. Encourage age appropriate social interaction among students.
16. Assist in the monitoring supplementary work and independent study.
17. Give training support to students who are participating in community environments, job training experiences, and other activities as directed by the teacher/provider.
18. Assist in the management of crises problems and behavioral intervention plans.
19. Be familiar with building procedures when performing duties with a work ethic that is committed to safety.
20. Report any unsafe working conditions to supervisor.
21. Participate in meetings and functions when requested.
22. Perform other tasks and assume other responsibilities that the teacher and building principal may assign.

ESSENTIAL FUNCTIONS:

1. Effective communication capabilities to discern verbal conversation
2. Comprehend the meaning of words and respond effectively
3. Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
4. Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment and to physically restrain a student to keep from harming self and/or others
5. Personal mobility, agility, strength, and reflexes which permits the employee to stand or sit for long periods of time, physically restrain a student, to lift or move objects or students that weigh up to 50 lbs and to work in a classroom environment.
6. Job tasks may require occasional climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering and grasping

Initial & Date _____

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.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals 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.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____