



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**DRAFT**

Title: **Paraeducator- Behavioral Health Assistant**

Classification: Classified

Work Year: 193 days / 10 months

Reports to: Special Education Director & Site Administrator

Salary: Classified Salary Schedule #3  
Range: 18

**DESCRIPTION:** Under the supervision of the Special Education Director and site administrator; and under the direction of the Behavior Health - TOSA, the Behavioral Health Assistant Paraeducator will provide support to all students, including but not limited to students with behavioral issues. The Behavioral Health Assistant will implement comprehensive positive behavioral support plans and effective behavior management strategies; deliver instructions; participate as a member of the educational team, and help design and implement all components of the student's individual program.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, and varied disabilities.
- Execute data collection systems and provide programmatic recommendations based upon results; execute individualized program notebook and review notebook materials and guidelines regularly.
- Model appropriate behavioral interventions.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Learn to create, modify and utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with students and adults.
- Work with the IEP team in the development and implementation of data collection systems, as well as assist in the analysis and interpretation of the results of the data collection in order to evaluate student performance and progress, the effectiveness of interventions, strategies and support, and contribute to future plans.
- Assist the classroom teacher in all aspects of classroom instruction and behavior support.
- Implement Behavior Strategic Plan/Behavior Intervention Plan and prescribed behavior strategies.
- Ability and willingness to work with students who have special needs and/or aggressive behaviors (i.e. biting, kicking, hitting, emotional outburst, etc.)
- Support students throughout the school day including passing periods and lunch.
- Supervise and provide appropriate assistance to students in special education, general education, and community settings throughout the school day including transportation to and from school.
- Consult and collaborate with site and district staff as needed.
- Assist in student assessments as appropriate.
- Participate in IEP meetings as appropriate.
- Maintain appropriate documentation, records, and reports.
- Must be able to meet and interact with employees and parent/guardians in routine situation, which require tact, discretion and courtesy.



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- Other related duties as assigned.

### **QUALIFICATIONS: Specific knowledge of:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION:**

- High school graduation or equivalent.

**In accordance with Education Code 45330 and the federal No Child Left Behind Act of 2001, all Instructional Aides employed by the Paso Robles Unified School District prior to January 8, 2003 shall meet one of the following requirements and all of those hired thereafter:**

- Completion of at least two years of study at an institution of higher education. Two years of study means the equivalent of full-time study (12 units) per semester, for a total of **48 credit hours (units)** or have an Associate of Arts (AA degree or higher).
  - An institution of higher learning is one that provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree. Courses of study pursued in the two years of study should enable the paraprofessional to demonstrate knowledge of and the ability to assist in instructing reading, writing, and math or in school readiness. **(Need Original/Certified Transcripts).**
- Possession of an associate's degree or higher. **(Need Original/Certified Transcripts).**
- Passage of a local assessment, which meets the requirements of the federal No Child Left Behind Act of 2001. The Paraprofessional Aide test previously utilized by the District in accordance with Education Code 45344.5 has been determined to not meet the requirements of the No Child Left Behind Act of 2001.

### **EXPERIENCE:**

Experience working in an educational setting implementing intensive behavioral intervention programs for students with complex and/or severe behavioral problems.

### **SPECIFIC ABILITY TO:**

- Accept supervision and work harmoniously with the staff. Communicate with faculty, staff, administrators, parents, and others to exchange information and resolve issues or concerns; answer telephone, take messages, and provide general class and student information to parents and others as assigned.
- Support school/program staff in planning and implementation of instructional program and related activities.
- Show care and concern for students in an educationally appropriate manner.
- Maintain appropriate confidentiality about the status of students and classroom activities.
- Communicate effectively both verbally and in writing in English.
- Work cooperatively with administration, other employees, and the public.
- Contribute to the successful fulfillment of the District Mission.
- Conduct responsibilities of the position based on information and instructions provided in English.
- Learn and appropriately apply District policies and procedures and other regulations related to the issues, needs and requirements of students with severe social-emotional needs.
- Learn and apply current technology to assigned duties.



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## **LICENSE:**

- Valid California Driver's License and evidence of insurance
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Complete an approved Crisis Preventative Intervention (CPI) procedures within three (3) months after hire.

## **PHYSICAL DEMANDS IN THE WORK ENVIRONMENT**

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

**(Paso Robles Joint Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.)**

- While performing the duties of this job, the employee is regularly required to stand, walk, bend, stoop, kneel, crouch, talk or hear.
- The employee is occasionally required to sit, climb or balance; and crawl.
- The employee must occasionally lift, carry, push, pull, and/or move up to 75 pounds such as students.
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment.