

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE BEHAVIOR TECHNICIAN

SALARY SCHEDULE: SSP-7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School diploma
- (2) Associate of Art's/Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.
- (3) Must be able to communicate effectively.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of students. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and/or personal needs to assist an individual student.

REPORTS TO:

Principal or Designee, District Supervisor

JOB GOAL

To provide school level behavioral support to students receiving services from the Behavior Support Team as well as students receiving Coordinated Early Intervening Services function as a support to the district's ESE Behavior Specialists to help prepare and implement behavior support plans. Travel to schools throughout the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assisting school based teams in providing social skills groups and other coordinated early intervening services.
- * (2) Assist in collecting data in school settings.
- * (3) Assist in the monitoring of behavior support plans.
- * (4) Assist in behavior related training.
- * (5) Assist in supervision of students on campus as well as in classrooms.
- * (6) Train other support staff in techniques necessary to implement behavior support plans.
- * (7) Assist teachers in the supervision of students presently being served by the Behavior Support Team (this may involve one-on-one instruction, escorting students, etc.).
- * (8) Assist in providing resources for students and teachers (this might include making materials for teachers, assist with the distribution of resources available for check out, etc.)
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Model and maintain high ethical standards.
- * (11) Provide for a safe and secure workforce.

- *(12) Follow attendance, punctuality and proper dress rules.
- *(13) Maintain confidentiality regarding school matters.
- *(14) Maintain positive relationships with staff, parents and students.
- *(15) Participate in workshops and trainings as required.
- *(16) Keep supervisor informed of potential problems and unusual events.
- *(17) Respond to inquiries or concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Demonstrate support for the School district goals and priorities.
- *(20) Follow School board policies, rules and regulations.
- *(21) Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

*Essential Performance Responsibilities