

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bilingual Paraeducator II – Behavior Assistant

DEFINITION:

Under the general supervision of the site administrator, in cooperation with a certificated multidisciplinary team, the Bilingual Paraeducator II – Behavior Assistant supports students that may have behavioral challenges and/or may have a diagnosis of autism, in their classroom, home or community placement. This role provides assistance to teachers, parents and community preschool staff, and applies a variety of specialized aide and support services to the student. Students (ages 3 to 5 years) receiving these services may have one or more of the following conditions: mental retardation, severe physical/medical involvement (i.e. cerebral palsy, seizure disorders, etc.), communication disorders (to include non-verbal), hearing/vision impairment, learning disorders, emotional disturbances, and behavior disorders.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Assists teachers in the conduct of lessons and other school/home activities
- Accompanies and supervises Full Inclusion/Assigned Behavior students as needed in the home, classroom, playground, private preschool, and with other school/home activities
- Performs specialized health and personal care procedures
- Operates audio visual equipment and adaptive devices
- Prepares instructional materials to include sensory motor activities, and social stories
- Participates in job-related meetings as requested
- Works with students individually or in small groups, to reinforce language and social skills
- Facilitates the development of peer relationships
- Maintains confidential informational and operational records and files, including data collection
- Monitors individual progress of students and discuss problems and improvements with instructor
- Assists in the implementation of adaptive technology, adaptive PE, OT and speech programs
- Assists in the implementation of a behavior intervention plan
- Under the direction of certificated personnel, assists in various aspects of program implementation including making modifications for full inclusion students, classroom/home activities and the recording of information
- Facilitates student independence
- Performs related duties as required

WUSD

Bilingual Paraeducator II – Behavior Assistant

REQUIRED QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.

Reasonable accommodation may be made to individuals with disabilities to perform the essential functions. The position requires participation in a series of training sessions including the following topic titles:

- Autistic Spectrum Disorder Overview
- Communication Development & Teaching Strategies
- Sensory Integration
- Floortime Techniques
- Applied Behavioral Analysis
- Behavior Management
- Social Stories
- Picture Exchange Communication Systems
- TEACCH Methods
- Dealing with Grief & Establishing Emotional Boundaries

KNOWLEDGE OF:

- Correct English usage including vocabulary, spelling, grammar, and punctuation
- Effective communication skills, both oral and written
- Principles, practices, and applications of subject matter
- Indoor/outdoor recreational activities suitable for handicapped students
- Safe work practices and proper lifting techniques
- Basic record keeping forms related to the special education program

ABILITY TO:

- Demonstrate skill and knowledge in the area of responsibility
- Understand and carry out oral and written instructions
- Develop rapport with all students, being fair, consistent and respectful
- Establish and maintain cooperative working relationships
- Take appropriate action in emergency situations; follow procedures in a calm, responsible manner
- Analyze situations including instruction, behavior management, implement an effective course of action, and monitor student progress
- Maintain and improve professional skills and knowledge
- Work independently
- Be flexible and receptive to change
- Maintain the confidentiality of school related information
- Learn basic first aid and CPR and obtain proper certification, learn and use adapted technology, and learn and direct the activities of a specialized assistant dog
- Communicate effectively in both Spanish and English

EXPERIENCE:

- One year of experience performing duties of a comparable nature

EDUCATION:

- High School diploma or equivalent
- Appropriate certification or willingness to be trained and certified

REQUIRED LICENSES/CERTIFICATES:

- Must successfully pass the Instructional Assistant Proficiency exam prior to employment
- Possess or obtain a Red Cross recognized first aide certificate or successful completion of a first aid course within three (3) months after employment
- Possess or obtain CPR certificate within three (3) months of employment

DESIRED QUALIFICATIONS:

- Some college course work related to education

First Reading: 12/4/2007

Approved: 12/4/2007

Revised: 7/27/2017

Approved: 2/20/18