

MONTEREY COUNTY OFFICE OF EDUCATION

BEHAVIORAL PARA-EDUCATOR

CLASSIFICATION: Classified

SALARY LEVEL: 35

WORK YEAR:

DEFINITION:

Under general supervision of the Behavior Analyst, the Behavioral Para-Educator assists certificated and classified staff by providing one-on-one or small-group support to students in need of behavior interventions; Behavioral Para-Educators are itinerant staff, and may be assigned to various instructional settings, classrooms, or sites throughout the year.

SUPERVISOR:

Behavioral Analyst

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides direct instruction to students who need behavior interventions
- Participates with a team in the implementation of behavioral and treatment plans
- Communicates with students using speech appropriate to the student's level of understanding
- Coaches students in communication, self-control, and cooperation
- Assists in the creation, preparation, ordering, distribution and presentation of materials and supplies to obtain the educational objectives of students who primarily require behavior intervention strategies
- Assists in maintaining the classroom as a sanitary, safe, orderly, attractive and positive learning environment
- Immediately recognizes and reports unsafe conditions and corrects when appropriate;
- Monitors and evaluates student progress and completes records accurately
- Completes forms, logs and paperwork required for MediCal reporting
- Maintains records and files for the purpose of documenting required and pertinent information. Assists students with feeding, personal hygiene, grooming functions, toileting, and other self-help skills, which may require changing diapers and clothes, lifting and positioning students on orthopedic equipment and changing tables, and assisting students on and off of the bus
- Assists in providing snack and meals during school day as mandated by student educational programs

- Drive to various work sites within the County
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups of students; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead, sit on floor, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a vehicle, and respond to emergency situations; physical strength sufficient to lift a student weighing 45 pounds or 100 pounds with assistance; physical stamina sufficient to stand or walk throughout student recess periods; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment; physical tolerance to be exposed to dust pollen specific agents/ chemicals, cleansers, and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Two (2) years' experience working in an educational setting with students who need significant behavior interventions such as students on the Autistic Behavior Spectrum (ABS)

Knowledge of:

- First Aid and CPR
- Crisis intervention techniques
- Universal health precautions
- Escalation Cycle Management Plans and Behavior Intervention Plans
- Strong English verbal and written communication skills including spelling, grammar and punctuation

Skills and Abilities:

- Implement Behavior Intervention Plans as written
- Implement Escalation Cycle Management Plan in response to maladaptive behaviors
- Collect data necessary to monitor goals associated with behavior plans as directed by the Behavior Analyst
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English clearly and concisely, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities

- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips
- Handle information in a discreet and confidential manner
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Perform appropriate First Aid and CPR when necessary
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Operate a variety of office machines including computers
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgment in unusual circumstances
- Operate a vehicle safely
- Work under direct supervision
- Provide specialized health care procedures as outlined by State regulations (training will be provided)
- Understand and carry out oral and written directions
- Assist with strenuous physical work in lifting, moving and controlling students with disabilities and their equipment

Desirable Qualifications:

- Training in Applied Behavior Analysis Techniques, Competent Learner Model (CLM), Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH) Techniques, and behavior management strategies
- Coursework in education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Experience working with students
- Awareness of developmental levels in areas of instruction

Licenses and Certifications:

- Possession of an appropriate valid California Driver's License with evidence of insurability
- First Aid
- Complete approved MCOE Crisis Intervention Program within 60 days of employment and maintains valid certification
- CPR Certification within six (6) months of employment

Available Pay Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, Sign Language, and Braille, as certified by MCOE
- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract