



**ALABASTER CITY SCHOOLS
BOARD OF EDUCATION
JOB DESCRIPTION
BEHAVIORAL PARAPROFESSIONAL**

JOB TITLE: BEHAVIORAL
PARAPROFESSIONAL

(Note: These positions may require re-assignment to various schools throughout the school year as the need arises.)

QUALIFICATIONS:

1. High school graduate or equivalent (GED).
2. Two years or more of college.
3. College degree preferred but not required.
4. Aptitude and skills for the work to be performed.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Exceptional Education and 504 Supervisor
Principal
Assigned Teachers

JOB GOAL: To assist school personnel in consistently implementing behavior support plans of children with severe behavior impairments.

PERFORMANCE RESPONSIBILITIES:

1. To understand and assist in upholding school rules, policies, and procedures.
2. To participate in the efficient and effective operation of the school as directed by the principal.
3. To respect the confidentiality of information pertaining to students and staff.
4. To assist in fostering positive student attitudes toward citizenship, self-discipline, morality, and patriotism.

DUTIES:

1. Be regular and punctual in attendance.
2. Plan regularly with assigned teacher and behavior specialist.
3. Implement and monitor behavior plans developed by the IEP team.
4. Provide behavioral support in all locations and in transit to include the school bus.
5. Work with individuals and small groups of students as assigned.
6. Assist the teacher in student testing activities as assigned.
7. Keep charts and records of students' performances and accomplishments as assigned.
8. Assist the teacher in preparing materials necessary for a positive learning environment.
9. Perform clerical tasks including inventory, filing, and typing, operate audiovisual equipment, and care for equipment and materials.
10. Assist teacher with basic physical needs of students.
11. Take all the necessary precautions to provide for the safety and welfare of students.
12. Attend and participate in individual, school, and system professional development activities.
13. Maintain a cooperative working relationship with school staff, parents, and community.
14. Promote good public relations for school system with the general public.
15. Maintain the confidentiality of all school-related business.
16. Be familiar with and follow Board of Education policies.
17. Perform other reasonable duties during school necessary to the safe and effective operation of the school when assigned by the principal.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Certified or willing to become certified as a trainer in Prevention and Management of Aggressive Behavior.
2. Ability to follow and provide oral or written instructions.

3. Ability to maintain good interpersonal relationships.
4. Adequate strength and dexterity to perform all required tasks, including lifting a minimum of 100 pounds, restraining and running.

TERMS OF EMPLOYMENT: 187-day contract. Salary according to appropriate current schedule. Non-exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Appropriate placement on current salary schedule.

INTERESTED PERSONS SHOULD CONTACT: Complete the classified application at www.alsde.edu.