

Student Behavior Support Assistant Paraprofessional  
***School District Job Description***

Position Title: Student Behavior Support Assistant Paraprofessional

Department: Special Services

Reports to: Classroom Teacher/Principal/Process Coordinator/Director of Special Services

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**SUMMARY:**

Supervise and manage Student Success Center Classroom in order for students to learn and function effectively.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Keeps accurate and appropriate records, documentation, and data.
- Implements behavior programs.
- Attends all professional development and training offered for this position.
- Assists with de-escalation of students in crisis.
- Assists with student transitions and transports.
- Serves as a support for school staff of the identified students.
- Attends meetings to support student success
- Takes attendance and lunch count.
- Grades papers and re-check papers.
- Gives individual assistance to students.
- Meets physical needs of students as required.
- Listens to children's problems and refers to appropriate party.
- Assists with clerical support as time allows.
- Provides information and daily schedule for substitute when necessary.
- Communicates effectively and collaboratively with principal, counselor, and supervising teacher.
- Maintains confidentiality and non judgmental views of children and families

- All communication regarding students must be directed through certified staff members.
- Maintains regular and dependable attendance.
- Maintains calm demeanor and manages a positive classroom environment.
- Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

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 and/or EXPERIENCE:**

60 college hours and/or successfully pass the Paraprofessional Praxis test; reliable; ability to work patiently and empathetically with young children.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to bend at the neck more than the average person. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. Occasionally the employee is required to lift or move up to 90 pounds, such as to move students.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud. The employee must work with the public and other staff, continuously meeting multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel. This staff member may be reassigned to meet district needs.

**TERMS OF EMPLOYMENT:**

This position is a 9.25 months employment on a twelve-month contract. Salary to be established by the Board of Education.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Pleasant Hill R-III is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, gender, age or disability in compliance with the employment procedures.

Acknowledged \_\_\_\_\_ Date \_\_\_\_\_