

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPECIAL EDUCATION,
STUDENT SPECIFIC, AUTISM, LEVEL IV

REPORTS TO: Building Principal or Designee

POSITION SUMMARY:

Works with special education-eligible autistic students for whom the level of disability and their placement in general education requires the general and vocational education curriculum to be delivered through highly structured and specific communication and instructional strategies across the entire school day. These communication and instructional strategies are required and specific to the communication and learning modalities associated with the disability of autism. Paraeducator positions included in this job description will be assigned to specific/special programs and/or individual students and employees must bring specific job skills and training to the position. This level of intervention is not required or appropriate for all students with autism.

RESPONSIBILITIES:

1. Implement specific student academic, social, behavioral, and communication objectives as directed by program staff.
2. Assist in implementing a highly structured environment utilizing specific communication and learning modalities associated with the disability of autism.
3. Assist to develop and implement systems for monitoring behavior and taking and summarizing student data.
4. Assist teachers by individualizing work through program prescribed modifications and adaptations, conducting drill work, checking notebooks, correcting papers, testing students, and supervising work.
5. Assist students:
 - a. to follow a behavior plan, follow classroom rules, and adjust to teacher's expectations;
 - b. with a wide variety of activities and assignments using specific communication and learning modalities in the general education classroom, community, and/or vocational sites;

RESPONSIBILITIES: (Continued)

- c. to master appropriate academic skills and functional skills for students with severe disabilities, autism, communication, and/or behavior concerns;
 - d. with appropriate health and personal hygiene needs as directed; and
 - e. with learning and using technology-based programs and total communication (including “picture exchange system”), to accomplish academic and vocational program goals.
6. Attend and participate in meetings as requested by the special education teacher.
 7. Contact and take direction from the special education teacher, related service personnel, and the general education teacher.
 8. Accurately and consistently implement the student’s IEP.
 9. Participate in maintaining appropriate student conduct standards throughout the school building and grounds.
 10. Maintain a confidential, private, professional attitude in working with students.
 11. Assist with transferring and positioning students, as applicable to students with multiple disabilities.
 12. Transport students when appropriate.
 13. Perform other related tasks and responsibilities as designated by the principal/program supervisor, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) to four (4) years of specialized post-secondary training or equivalent experience in specific job-related responsibilities, or combination thereof. Specialized training or experience must include applied behavioral analysis, discrete trial instruction, errorless learning instruction and/or similar communication or instructional modalities specific to the disability of autism.
3. Ability to perform instructional clerical tasks, maintain records, and prepare reports using computerized systems as necessary.

QUALIFICATIONS: (Continued)

4. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work patiently with students with autism, communication, and/or behavior concerns;
 - b. Work with supervisor, classroom teachers, parents, and colleagues in an appropriate manner;
 - c. Assist with individualized and group instruction and supervision of students with , autism, communication, and/or behavior concerns under the direction of a certificated instructor;
 - d. Assist with transferring and positioning of students with multiple disabilities as applicable;
 - e. Assist students in learning and conducting personal hygiene as needed.
5. Working knowledge of basic classroom procedures and management preferred.
6. Has, or is willing to obtain, first aid certificate and CPR certificate.
7. Demonstrated evidence of good habits in job attendance and punctuality.
8. Demonstrated aptitude and competence for assigned responsibilities.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.