

CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL PARAPROFESSIONAL – EXTENSIVE NEEDS

DEFINITION

Under direct supervision of site administration and special education administration, assists in the educational program for students with disabilities using a variety of instructional and behavioral techniques in both general education and special education classrooms for students with disabilities, including but not limited to, emotional disturbance, Autism Spectrum Disorder, or intellectual disabilities. This position requires that all incumbents be able to work with special needs populations with cognitive, physical, or emotional needs, and must be able to provide support in multiple grades and classes.

CAREER HIERARCHY WITHIN SPECIAL EDUCATION

1. **Behavior Specialist** is the senior-most classified hourly position within Special Education and works directly with management staff. The Behavior Specialist provides support, training, consultation and assessment to staff in support of students with significant behavioral challenges in CUSD.
2. **Instructional Paraprofessional – Intensive Behavior Interventionist (IBI)** is the second most senior position and works directly, training and coordinating, with Behavior Management Assistants and provides training to Instructional Paraprofessionals. The IP-IBI provides support and assistance to the classroom teacher and Instructional Paraprofessionals in the development and implementation of intensive behavioral supports to students with behavioral issues including implementation of comprehensive positive behavioral support plans, effective behavior management strategies, and data collection.
3. **Instructional Paraprofessional – Extensive Needs (IP-EN)** works directly with Instructional Paraprofessionals and Education Specialists in providing instructional and behavioral interventions for supporting students with extensive needs. Support could include academic, communicative, behavioral and/or medical strategies.
4. **Instructional Paraprofessional (IP)** works within all areas of special education supporting teachers and all levels of the special needs population. They perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in various special education programs and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Assist therapists, specialists, and teachers to implement strategies and program modifications in accordance with a student's Individualized Education Program (IEP).
- Employ approved, age-appropriate techniques for responding to students who's academic or behavior needs are extensive. Students may become injurious to themselves or others and the IP-EN will reinforce behavior support techniques, as directed by supervisor, and/or specialist.
- Assist certificated teaching staff with the development and preparation of instructional materials for students.

- Assist in the delivery of age/grade level appropriate instructional accommodations or modifications and support behavior intervention ensuring subject matter relatability.
- Provide feedback and data to therapists, specialists, and teachers about student performance and progress related to all areas of individual needs.
- Collect, evaluate and monitor data collection to ensure the success of behavior plans. Maintain data, as directed, in a variety of records, files or formats.
- Assist students with certain adaptive skills including, but not limited to, toileting, diapering, and feeding.
- Support students through transition into education settings throughout their day. Maintain supervision as assigned.
- Successfully complete District mandated training as assigned.
- Communicate with supervising instructional staff and Instructional Paraprofessional staff for the purpose of assisting in evaluating progress and/or implementation IEP and/or other learning objectives, exchanging information and resolving issues as appropriate.
- Assist assigned students with following classroom routines and transitions for the purpose of providing support to diminish the likelihood of difficulties for the student and modeling appropriate participation in all classroom activities.
- Guide students in a variety of individual and group activities (e.g. academic, subjects, social skills, daily living skills, behavioral skills, etc.) for the purpose of reinforcing instructional objectives; implement IEP/BIP plans; and ensure student success in school.
- Respond to emergency situations (e.g. medical issues, inappropriate behavior, safety conditions, etc.) for the purpose of maintaining student well-being, monitoring behavior plans, student behavioral levels, and communicate information to appropriate personnel upon resolution
- Administer immediate first aid and medical assistance as instructed by a healthcare professional for the purpose of providing specialized health care services to students in accordance with established procedures assigned by the position.
- Maintain classroom equipment, instructional materials and manual or electronic files/records (e.g. student data, inventory levels of classroom supplies, supply orders, behavioral plans, IEP's, library books, iPads, Chrome Books, etc.) for the purpose of ensuring availability of items, provide written reference, provide a safe learning environment and/or meeting mandated requirements.
- Monitor students during assigned periods within a variety of school environments (e.g. restrooms, breakfast and lunch times, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment
- Learn student specific specialized health care procedures. May perform specialized healthcare procedures as needed; including, but not limited to:
 - Gastrostomy tube feeding (tube to syringe method);
 - Gastrostomy tube feeding (slow drip method);
 - Measure and administer medications via oral, rectal, and gastrostomy tube routes;
 - Suctioning (oro-nasal);
 - Nebulizer (breathing treatments).
- Attend and participate in staff and parent meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Maintain confidentiality of students' and all related records,
- Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Communication skills to interact in both formal and informal settings and with populations having difficulty with oral and written communications;
- Advanced knowledge and training in alternative educational delivery techniques for students with specific needs related to their disability;
- Well-developed human relational skills to work productively and cooperatively with teachers, students, specialists, and parents in formal and informal settings;
- Basic and specialized instructional techniques for working with students with disabilities;
- Reading, language development, and mathematics equivalent to high school competencies;
- English usage, spelling, grammar and punctuation;
- Basic clerical procedures;
- Simple record keeping procedures;
- General methods of education and tutoring;
- Basic child development theory and principles;
- Techniques to motivate students and positively support the improvement of student behavior;
- Safe work practices.

Skill to:

- Operate equipment used as educational aids;
- Operate modern office equipment;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write and understand the English language;
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Exercise patience when conveying information to students having difficulty with verbal and written communications and demonstrate sensitivity to the special needs of students;
- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures;
- Learn child guidance principles and practices;
- Effectively direct the work of individual students and groups of students;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Assist with the instructional and related activities of the assigned learning environment;
- Support the assigned teacher's style of classroom management;
- Supervise and discipline students according to approved policies and procedures;
- Perform clerical duties, including filing and duplicating;
- Maintain accurate records;
- Maintain confidentiality of student and school information;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years' experience as an Instructional Paraprofessional, or;

Education:

- AA degree or higher, 48 units of college-level credit plus one (1) year of experience as an Instructional Paraprofessional, or;
- Para-educator certificate plus one (1) year of experience as an Instructional Paraprofessional.

Training:

- Must attend all required trainings including, but not limited to, trainings providing advanced intervention strategies.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.
- May require current First Aid and CPR certification.
- Certification by the Crisis Prevention Institute (CPI) in non-violent interventions must be obtained within three (3) month of employment.

PHYSICAL DEMANDS:

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis for IP: Intensive Behavior Interventionist.