
Alternative Education Itinerant Behavior Paraeducator

A completed application includes all required documents and three supervisory references. One supervisory reference is required for internal applicants. All application materials including reference surveys must be submitted prior to the announcement closing date.

Description:

Working under the direction of the Coordinator for Student Support Programs, the Alternative Education Itinerant Behavior Paraeducator will work with staff to facilitate the implementation of Student Support Plans (SSPs), Behavior Intervention Plans and/or other intervention strategies that promote student progress in schools throughout HCPSS. The Alternative Education Itinerant Behavior Paraeducator will focus on supporting the implementation of a systematic plan to reduce discipline disproportionality, advance access to acceleration opportunities and assist the Resource Teacher with focused school support. The Alternative Education Itinerant Behavior Paraeducator must be able to provide their own transportation to assigned schools, as the school assignments are dependent on student needs. Additionally, this position also performs a variety of instructional and classroom management support, as well as related clerical tasks to support teachers and other professional staff in the classrooms and learning environments.

Position Responsibilities:

- Provide instructional support and assistance to the Coordinator, Resource Teacher, and the school-based instructional team implementing the Student Support Plans, Behavior Intervention Plans and other behavioral support plans for students.
- Provide data collection and clerical support to assist in tracking student progress and supporting Student Support Plans, Behavioral Intervention Plans and other behavioral support plans for students.
- Collaborate with alternative education staff, school-based student support team members and other system personnel to develop and implement behavioral support interventions and strategies.
- Support all aspects of Student Support Programs services K-12, including comprehensive record review, data monitoring, as well as, selection of evidence-based instructional and behavioral interventions.
- Support school-based staff with job-embedded reflective coaching based on provided professional learning.
- Collaborate on and model behavioral interventions/strategies to the school-based staff/team and provide fidelity checks and feedback.
- Support teachers and other members of the school-based instructional team in preparing instructional and behavioral support materials for students.
- Attend meetings and professional learning sessions (e.g. first aid, CPR, emergency procedures, behavior management, etc.) for the purpose of acquiring and/or conveying information relative to job functions.

- Maintain confidentiality as it relates to student information and records (e.g. IEPs, student files, health information, etc.).

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification. Evidence of meeting the education requirement must be uploaded to the application (ex. HS diploma or official college transcripts)

Education and Experience:

- High school diploma or GED (or equivalent) and a passing score on the ParaProfessional assessment OR a minimum of 48 earned college credits from an accredited college or university.
- At least (2) years of experience working with school aged students.
- Knowledge of early childhood skill development, instructional strategies and practices, instructional goals and policies specifically in the area of special education and related services.
- Demonstrated ability in the implementation of instructional programs to support diverse student learners.
- Demonstrated ability to effectively work and communicate with diverse and multicultural populations in written and oral forms.
- Demonstrated ability exhibiting professional behavior, tact and good judgement with working with administrators, colleagues, central office and school-based staff, students, parents/guardians and the community.
- Demonstrated proficiency with technology to include web-based productivity and collaboration tools (e.g. Microsoft Office Suite, Google Suite etc.).

Preferred Qualifications:

- An Associate or Bachelor's degree from an accredited college or university.
- At least (2) years of experience working with students that require behavior support interventions.
- Prior professional experience working in a K12 school setting is preferred.

Salary:

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Evidence of meeting the education requirement must be uploaded to the application (ex. HS diploma or official college transcripts)

Additional Information:

For questions regarding this vacancy, please contact:

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Natasha Mahasa
Recruitment Specialist Office of Human
Resources (410) 313-7342
Natasha_Mahasa@hcpss.org

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.