

Special Education Itinerant Behavior Paraeducator

A completed application includes proof of education, three supervisory references and a resume. Current HCPSS employees must submit at least one reference from a current supervisor by the closing date. Applicants must submit all required materials by the closing date.

Description:

Working under the general supervision of the Director of Special Education and Instructional Facilitator with direction from the Behavior Specialist, the Special Education K-12 Itinerant Behavior Paraeducator will work with students to facilitate and support individual Behavior Intervention Plans. This individual must be able to provide their own transportation to assigned schools. School assignment is dependent on student needs. Under the Fair Labor Standards Act, this position is not exempt from overtime.

Essential Job Functions:

- Provide instructional support and assistance to the Behavior Specialist and the school-based instructional team who are implementing the Behavior Intervention Plans for students
- Support teachers and other members of the school-based instructional team in preparing instructional and behavioral support materials for students
- Provide data collection and clerical support to assist in tracking student progress and supporting Behavioral Intervention Plans
- Assist school staff in implementing Behavior Intervention Plans
- Assist with demonstrating behavioral interventions/strategies for the school-based team
- Attend monthly school-based and Department of Special Education team/staff meetings
- Prepare instructional materials
- Provide support for students transitioning between grade levels
- Provide support to transportation staff in the implementation of behavior plans while students are being transported.
- Other duties as assigned

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.

Education:

High school graduate or

Required Licenses and Certification:

None

Preferred Qualifications:

- Ability to demonstrate cultural sensitivity/awareness
- Ability to maintain confidentiality
- Ability to communicate clearly and concisely in both written and oral form
- Ability to act in a professional manner in all circumstances
- Ability to remain calm under trying circumstances
- Ability to be flexible when working with student and staff
- Ability to carry out assignments to completion
- Knowledge and understanding of positive behavior supports
- Ability to communicate problems affecting student's progress with the Behavior Specialist
- Ability to follow directions of the Behavior Specialist which may include supporting behavioral strategies presented to the school staff
- Proficient with a variety of office technology for communication, data collection, support logs.

Salary:

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<http://www.hcpss.org/employment/agreements.shtml>). 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 exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted in a timely fashion. Internal applicants (HCPSS employees) must provide one completed reference survey from the current supervisor.

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

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

For questions regarding this vacancy, please contact:

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

Additional Information:

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 closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.