



HARVEST BEST ACADEMY

Student Support Professional I

Position Reports to: Special Education Coordinator

Position Description: The Student Support Professional is primarily engaged in direct interaction with one or more pupils for activities according to district-approved curriculum and teacher-approved plan for the student, physical or behavior management, inclusion, or other activities.

Responsibilities:

- Instruct and support students in classrooms, other learning sites and community settings. Assist the student in developing self-advocacy skills and in developing greater independence.
- Monitor, evaluate and record classroom behaviors, problem solve and discuss expectations of appropriate behavior with students. Problem solves with disruptive students and gives positive feedback. Assists with determining goals for students. In Level III classrooms or other extreme cases, may be required to restrain students consistent with individual student plans and school policy.
- Meet with the teacher to determine appropriate levels of student performance, needed modifications of instructional objectives and assignments. Provides input regarding student needs. Assists in implementing daily instructional plans.
- May occasionally supervise students in a modified learning center, assist students with assignments, monitor, evaluate and record student behavior, present recommendations to teachers, support staff and administrators.
- May provide students with assistance in dealing with issues such as personal hygiene, medical needs, toileting, diapering, lifting, writing, feeding, boarding and/or getting off buses.
- Supervise student lunch, hallway, and on field trips to ensure orderly conduct.
- Administer, correct and grade worksheets and tests, record grades, assign work, assume responsibility for small instructional groups or classrooms when the teacher is temporarily called out of the room.
- Preparation of classroom materials, filing, filling out review evaluation sheets on students, preparing memos and letters for staff and parents.
- Attends staff meetings to discuss academic, behavioral, and other progress of students with appropriate staff including teachers, psychologists, social workers, and parents and employers in job setting situations.
- Must be able to lift.
- Other trainings as required or assigned
- Other duties as necessary or assigned.

Physical Requirements: Regularly required to walk throughout a building and may occasionally be required to lift and/or move up to 50 pounds with assistance or push up to 90 pounds, and must be able to restrain students when needed, and may be required to stoop,

kneel, crouch or crawl.

Qualifications:

- A high school diploma or GED and one of the following:
 - An AA, AS, AAS (or higher) degree, or
 - Two years of post-secondary coursework (60 semester credits or 90 quarter credits) from an accredited institution of higher education which are applicable toward a bachelors degree, or
 - Passing score on Master Teacher Assessment or ParaPro Assessment
- Must have experience working w/children
- Must possess and display excellent human relations skills when dealing with staff, students, and community.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to get along with other people, work cooperatively in team situations and have patience in dealing with parents and students.
- Health care experience or training may be required
- Ability to work with emotionally, physically and/or mentally impaired students.
- Ability to maintain composure under stressful conditions.
- Ability to communicate effectively and concisely both orally and in writing.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to interpret documents, ability to write routine reports and correspondence.
- Ability to perform basic mathematical computations and interpret data related to student performance.
- Ability to operate a computer and knowledge of multiple software packages.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

Salary: Based on years of experience & level of education.