

## **Position Title: Paraeducator**

### **Position Summary:**

Under the direction of speech language pathologist or behavior therapist assists in implementing, supervising and assessing therapy programs and providing instruction to individual clients and support instruction in groups of clients. Provides behavioral management, and supervision/support in the therapy environment.

### **Qualifications:**

- Must be willing to complete training assigned to include: First Aid, CPR, and CPI (Crisis Prevention Intervention)
- Learn to operate communication equipment and devices that students may require.
- Ability to read and interpret documents in the English language.
- Ability to work in a team setting.
- Ability to interact effectively and sensitively with individuals from diverse backgrounds.

### **Duties and responsibilities-Essential Functions**

1. Assist speech language pathologist and board behavior therapist with the implementation of therapy programs.
2. Observe and manage behavior of clients according to approved procedures; assist in maintaining order and safety among the clients in the therapy environment.
3. Implement behavior management techniques as instructed by the speech and/or behavior therapist.
4. Maintain and assemble instructional materials (including lesson plans and behavior plans and behaviors support) as instructed by speech language pathologist and/or behavior therapist.
5. Implement ABA (Applied Behavioral Analysis) programs as prescribed by behavior therapist following exact procedures and sequencing of plans.
5. Assist the behavior therapist by observing, recording, and charting client's progress participating in ABA programs.
6. Assist with activities of group therapy programs.
7. Learn to use and assist in the care of equipment and devices that students may require (hearing aids, augmentative communication devices, etc.)
8. Maintain professionalism by modeling appropriate behavior for students (manners, attitude, dress, language, gestures)
9. Strictly adhere to confidentiality requirements regarding all matters pertaining to clients, parents, parent communications, and or therapy activities.
10. Assist other personnel, with related tasks, as may be required for the purpose of supporting them in the completion of their work activities and for the enhancement of daily operations of the therapy center.
11. Attend and participate in staff meetings and training provided at center to increase professional knowledge.

**Start date:** October 5, 2009 or a date to be determined

**Center - Hours of Operation:** 8 am – 6 pm / Monday – Saturday

**Schedule:** Part time and full time positions available

### **Compensation:**

- \$10/hour
- Benefits provided for full time employees