

CAMPBELL COUNTY SCHOOLS
Classified Job Description

TITLE: DAY TREATMENT PARAEDUCATOR

Job Code: 7314

QUALIFICATIONS:

1. High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
2. Ability to add, subtract, multiply and divide quickly and accurately.
3. Understand and communicate oral and written directions.
4. Experience in working with children in an organized setting.
5. ~~Two years~~Six months of experience working with at-risk youth.
6. Pass the Kentucky Paraeducator Assessment (KPA) test prior to employment.

REPORTS TO: Principal

JOB GOAL: Assist a certificated teacher in providing instruction to individual or small groups; monitor and report student progress. Assist Counselor/social worker in providing group, individual and family counseling services and maintenance of case records. Provides direct supervision and behavioral management of court committed delinquent youth and youth voluntarily assigned to a day treatment or detention center.

PERFORMANCE RESPONSIBILITIES:

1. Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
2. Participate as member of an instructional team including remediation teams.
3. Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according- to established guidelines; assist in determining English proficiency of identified students.
4. Assist in administering diagnostic and other tests; score and record test information.
5. Monitor and report behavior of students according- to approved procedures; report progress regarding- student performance and behavior; check and assist students with lab work as necessary.
6. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
7. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
8. Assist in overseeing students while in labs; provide for supplies inventory as necessary.

Day Treatment Paraeducator - Continued

9. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
10. Confer, as needed, with teachers concerning programs and materials to meet student needs.
11. Contact parents of students who are absent; make home visits as necessary.
12. Assure the health and safety of students by following health and safety practices and regulations.
13. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
14. Participate in meetings and in-service training programs as assigned.
15. Provide direct supervision youth in their daily routines.
16. Participates in implementation of individual treatment plans.
17. Co-lead group counseling with counselor.
18. Provide crisis counseling to youth who are struggling with control of their behavior.
19. Attends staff meetings and case conferences where policy and methods of treatment are developed.
20. Must attend initial training in restraint techniques and participate in at least 12 hours of training updates per year and be able and willing to physically restrain and/or control youth in day treatment or detention center.
21. Attend training in group counseling techniques.
22. Perform related duties as assigned.

TERMS OF EMPLOYMENT, ~~or two successful years of college, or two years combined college and experience. Should possess aptitude and desire to work towards college degree.~~

: Work schedule to be established by Superintendent.

Salary as established by the Board of Education.