

JOB DESCRIPTION

TITLE: School Psychology Paraeducator

QUALIFICATIONS: Baccalaureate degree in psychology or education

REPORTS TO: School Psychologist, HPEC Area Supervisor

JOB GOAL: Assist the school psychologist in carrying out responsibilities

PERFORMANCE RESPONSIBILITIES:

- Demonstrate strict standards of confidentiality
- Demonstrate punctuality.
- Schedule and organize for conferences/staffings with parents and/or teachers, including routing slips, staffing/team meeting notices, observation reports, intervention forms, and other necessary special education forms used during and after staffings.
- Demonstrate problem solving skills.
- Prepare data for monitoring and analysis, including CBM, graphing, summarizing information, and student database
- Maintain student records as planned by the school psychologist; includes filing, copying, dissemination/ mailing and destruction.
- Facilitate communication between school psychologist and others
- Meet periodically with school psychologists to establish priorities and timelines
- Assist in the utilization of curriculum-based measurement (CBM), including organizing and scheduling process, creating probes, scoring, and graphing
- Improve and update computer skills
- Participate in inservice and training, both required and agreed upon by paraprofessional and professional staff.
- Assist school psychologist with other services as requested, excluding counseling, therapy, and psychological evaluation
- Travel to/from schools as required by the job.
- Perform other assigned relevant duties.
- Responsibly lifts persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns)
- Follows district and HPEC policy, protocol, and procedures.
- Demonstrates attitude that promotes a positive school environment.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of paraprofessional personnel.

I HAVE REVIEWED THIS JOB DESCRIPTION & BELIEVE I CAN FULFILL THE DUTIES DESCRIBED.

SIGNATURE

DATE

An Equal Employment/Educational Opportunity Agency

The High Plains Educational Cooperative does not discriminate on the basis of sex, or employment in, its programs or activities. Any requests for accommodations or questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative. The Director can be reached at (620) 356-5577 or at 621 E Oklahoma, Ulysses KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education, is also available.